

## **PARENT COORDINATOR**

### **DEFINITION:**

Under the supervision of the school principal, to coordinate the recruitment, placement, and functions of parent and community volunteers; to act in a public relations capacity; to perform delegated clerical and liaison responsibilities of the program; and to do related work as required.

### **QUALIFICATIONS**

#### Education

Equivalent to the completion of one year of college. (Responsible experience may be substituted for required education on a year-for-year basis.)

#### Experience

A minimum of two years as a volunteer or paid teacher aide; direct involvement in the local community programs.

#### Knowledge of:

District policies and regulations; basic modern office machines including computer operations; correct English grammar usage, spelling, and punctuation; fundamentals of bookkeeping computational skills; various community organizations; techniques of public relations.

#### Ability to:

Meet the public tactfully and courteously; establish and maintain cooperative and effective working relationships with the community, parents, leaders and students; compile accurate and complete reports; understand, compile, and provide oral and written reports; ability to use computer and type accurately from clear copy at a rate of 30 words a minute.

### **DISTINGUISHING CHARACTERISTICS**

Characteristic of this position is the minimal amount of supervision required; certain duties must be performed outside the confines of the school premises without the direct supervision of the site level administrator. This position maintains a liaison relationship with the community, with parents, students, and teacher aide staff. The Site Level Parent-Assistant Coordinator is not expected to take any action involving the application of techniques of professional education or the making of policy decisions.

### **ESSENTIAL FUNCTIONS**

- Coordinates the recruitment, screening, placement, scheduling, and training of parent volunteers.
- Surveys the community for resources available within the community for classroom enrichment.
- Coordinates all activities related to speakers, assemblies, field trips, etc.
- Contacts community leaders to interpret the role of the school in this community, and assists in the submission of releases to local news media of special activities of the school.
- Disseminates information to the public for the purpose of establishing social interaction and establishing relationships with parents.
- Participates in the parent education programs and parent advisory functions at the local and District level.
- Coordinates recognition events.
- Assists parents with school related problems, information, and referral information.
- Assists with recruitment and training of Site Council members.

### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping,

kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

Approved: 11/7/78; Revised 12/13/93;