

Title I Parent Coordinator

Certified Position - 7476

<u>Salary</u> Per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Assistant Superintendent of Instruction
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SCOPE OF RESPONSIBILITIES

Organizes and implements the parent involvement programs for Title I

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Serves on Title I committees, both at the building and district level
2. Assists each Title I school in developing a parent program that serves the needs of their parents, community and school
3. Works with schools to develop home-school compact, outlining the school and parent responsibilities to support student learning
4. Helps provide parent training and materials to support learning
5. Helps educate teachers and staff to communicate and work with parents as equal partners
6. Coordinates and integrates program and activities with similar programs, i.e. Head Start
7. Helps provide opportunities to participate for parents with limited English proficiency and disabilities
8. Guides parents in locating proper organizations and agencies that can assist with education, training or other needs
9. Conducts P.A.L.S. Parenting Program
10. Coordinates and maintains serves at the Parent Teacher Resource Center
11. Works with local regional and state organizations to encourage parent involvement
12. Maintains regular and predictable attendance
13. Adheres to the professional code of ethics
14. Successfully utilizes technology as appropriate in job function
15. Other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Kentucky Statutes, Department of Education rules and regulations, Kentucky Education Reform Act, and Hopkins County School Board Policies and Procedures.
- Computers and their capabilities

ABILITY TO:

- Read, write and interpret documents such as curriculum guides, budgets, test results, labor contracts, grant applications, statutes and policies. Ability to understand and generate written memorandums, employee evaluations, and correspondence with business and public contacts
- Write routine reports and correspondence.
- Speak effectively to individuals and groups
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply ratio, percent, probability and estimation concepts.
- Possess an understanding of, and the ability to interpret for others, statistical information
- Work with basic budget information
- Apply common sense understanding to potentially technical situations
- Establish priority ordering of tasks necessary to complete a project and convey these understandings and priorities to others. Ability to employ logical sequencing, trouble-shooting, problem solving and decision-making skills