

Description:

Working out of Naugatuck's Parent Resource Center, the culturally responsive candidate will serve as a liaison between teachers, parents, students, support staff and the community regarding educational programs, services and various student issues; assist in coordinating and arranging various programs and services to meet the needs of students. Provide outreach, liaison and guidance services to assist in resolving student issues and problems in areas such as attendance, academics, behavior and health. Serve as an informational resource to parents, staff and others concerning school programs, services, attendance issues and other matters; respond to inquiries and provide information concerning related activities, standards, guidelines, practices, goals, objectives, processes, policies and procedures. Provide information and materials to parents to assist in the location and utilization of school and community services and resources; refer parents to school services or community resources as appropriate.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Help the school community develop a family-friendly school climate amongst staff, students and families.
- Support staff and families to develop strong academic partnerships.
- Enhance communication between families, school and the district..
- Promote and participate in school/ district activities and programs for families.
- Recruit partners to become part of the school's family involvement program.
- Organize, implement, coordinate and present family education workshops and training sessions.
- Assisting in the preparation and dissemination of parent education materials.
- Contact individuals and groups to disseminate information and responding to questions and requests from school sites, parents, organizations and community groups.
- Provide support resources and referrals to families as needed.
- Maintain monthly log of family/community work at school site.

Requirements

Candidates must be a parent/guardian of the school to which they are applying. Good oral and written communication skills. Transportation and valid driver's license required for frequent home visits and meetings throughout the community. Spanish speaking preferred but not required.