



Position Description

School Parent Liaison

*Salary Level: **Based on Teacher Agreement***

*Contract/Benefits: **Based on Teacher Agreement***

*Department or Area: **Community & Student Services***

*Reports To: **Building Principal & Executive Director
of Community & Student Services***

Qualifications:

1. Bachelor's Degree in social work, community relations, or related field.
2. Prior experience in areas related to school/community relations, working with compensatory educational programs, working with parents, or teaching students. Prior knowledge of and/or experience with the Allentown School District is preferred.
3. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
4. Must be able to work a flexible schedule (evenings and/or weekends).
5. Individual is bilingual in Spanish.
6. Such additional or alternatives to the above qualifications as the Superintendent and Allentown School District Board of Directors deem appropriate and acceptable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must possess good interpersonal, human relations and organizational skills. Good oral, written and computer and communication skills are also required. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary:

Assists with and coordinates parental engagement/involvement activities of pupil personnel services as defined in Chapter Seven (7) of the PA School Code, including communications, procedures/policies, security/safety matters and other special programs consistent with the charge of improving student achievement and parent engagement by assisting the Executive Director of Community and Student Services in performing the following duties.

Essential Duties and Responsibilities

1. Assists in disseminating information to parents about school and community activities.
2. Assists in helping students and parents to integrate and assimilate into a new school setting.
3. Assists in keeping accurate and detailed records of parental and community involvement activities as they pertain to communications, safety and security planning.
4. Facilitates ongoing communications/customer service with community, families, school and the District.
5. Facilitates communication of the District Code of Conduct and assists parents/guardians with the ASD communications protocol.
6. Provide translation services depending on availability at the building.
7. Supports the implementation of school parent and community involvement targets and provides assistance in developing strategies to meet those goals in order to sustain parental support, involvement and communication.

8. Seeks parent and community partnerships around improving student performance in English language arts, mathematics and character development.
9. Develops strategies for improving home/school communication.
10. Assist in school-wide parent engagement activities.
11. Attends community meetings to inform and promote community and school-wide community and parental involvement activities.
12. Participates as a member of the school Safety Committee.
13. Collaborates and cooperates with other school departments in meeting the goals of the position.
14. Participates in the coordinated program of school/parent liaisons, parent scholar, and volunteers.
15. Completes other duties assigned that are aligned with the responsibilities of this position.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Addresses difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Meets commitments made to parents and the community; Maintains confidentiality; Listens carefully; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Gives and welcomes feedback; Contributes to building positive morale.

Organizational Skills

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Utilizes district/school resources with fiscal prudence; Develops strategies to achieve district/school goals; Understands district's/schools' strengths & weaknesses; Aligns work with strategic goals.

Personal Competencies

Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands:

This position involves a combination of standing and sitting at various times of the day. The position may require escorting children throughout the building. Employee will be required to operate a computer, and have the ability to complete necessary paperwork. This position requires minimum physical effort and is not subject to Occupational Health and Safety risks.

Evaluation:

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position