

**9AUSTIN INDEPENDENT SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**JOB TITLE: PARENT SUPPORT SPECIALIST**

Pay Grade: IS5  
Job Code:

FLSA Status: Non-Exempt  
Revised: 09/09/2021

**AUSTIN ISD EQUITY STATEMENT:**

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- *Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:*
- *Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor;*
- *Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and*
- *Discovering and cultivating the unique gifts, talents and interests that every human possesses. <https://nationalequityproject.org/>*

-Austin ISD Board President, February 2019

**MINIMUM QUALIFICATIONS:**

This position requires a high school diploma or GED. A minimum of two years of college is preferred. Incumbent must have a minimum of two (2) years of experience in education, social services, adult education, community organizations or related fields.

**SKILL REQUIREMENTS:**

This position requires the ability to work with a diverse population. Incumbent must be able to read, write and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers, families and where appropriate, visitors and students. This position requires computer, interpersonal, presentation and problem-solving skills. Some schools will require that the employee be bilingual. Incumbent must have a valid Texas driver's license or have the ability to obtain one.

**JOB PURPOSE AND RESPONSIBILITY:**

The Parent Support Specialist position provides support to Title I schools by implementing policies and coordinating programs to enhance the capacity for parental/family involvement/engagement as well as ensures compliance with federal Title I, Part A Parental Involvement regulatory guidelines and AISD's Family and Community Engagement Policy. Incumbent provides support in Title I schools by working to establish communication and relationships and maintain mutual understanding by connecting school, home and community. The role of the Parent Support Specialist is to design and implement family engagement programs that create partnerships among

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school, parents/families and community resources to increase student achievement and support the District's priorities. This includes building capacity for parent leadership in the District, working with community groups to engage and support parents and identifying resources for parents and families.

**ESSENTIAL FUNCTIONS:**

- Organize and provide ongoing parent/family/community engagement trainings and meetings in coordination with the campus and vertical team principals, campus and District staff, and other community entities.
- Assist the principal and other campus staff with identifying effective strategies for increasing parent and family engagement participation by utilizing The National Standards of PTA and Dual Capacity Framework.
- Collaborate closely with the Learning Support Services Team, the Campus Advisory Council (CAC) and the Parent Teacher Association (PTA/PTSA) on each campus and at the vertical team level. Attend all ACPTA general meetings with their board.
- Attend necessary Parent Support Specialist District staff development trainings.
- Assist families with understanding Title I and the program components.
- Create opportunities for parents/families of children served to be engaged in the education of their child.
- Develop and maintain a Family Welcome Center, library or corner with relevant material and resources for parents/families to utilize at home with their child.
- Conduct, with the involvement of parents/families, an annual evaluation of the content and effectiveness of parental involvement/engagement policy as well as the compact in improving the academic quality of the school. Identify barriers to greater participation of parents/families.
- Assist parents/families in understanding how to monitor a child's progress and work with educators to improve the achievement of their child.
- Coordinate academic-based learning opportunities/workshops for parents at flexible times to build parent's capacity to work with their child at home.
- Develop jointly, with parents of all children served, school staff and the community, a school-parent compact and school-level parental involvement policy that outlines how families, the

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entire school staff and students will share the responsibility for improved academic achievement.

- Provide assistance to parent/families and local academic assessments.
- Assist in the explanation of school goals and objectives to families and the community.
- Conduct an annual parent survey to assess the needs of the parents and the community.
- Assist with the Annual Title I Parent/Family Meeting to which parents of all children served shall be invited to further explain Title I Part A, Parental Involvement and the program components.
- Provide materials to help parents/families work with their children to improve their children's achievement such as literacy training and using technology.
- Work as a team with other Title I Parent Support Specialists and the Parent Engagement Support office to coordinate vertical and District-wide parent/family involvement/engagement programs, workshops and initiatives.
- Maintain Title I parental involvement/engagement notebook to include parent notices, meeting artifacts, school-parent compact, school-level and District level policy, and additional documents that support the facilitation of the Title I Parent Support program at assigned school.
- Administer evaluation instrument at the end of the workshop series and document responses.
- Document all Family and Community engagement activities in the District's ECST data collection system.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

**OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

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**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary. Services are generally provided in an office or school setting with no unusual physical demands or exposure to hazardous situations. Some travel may be required for this position. Incumbent must have own transportation and be willing to work evenings and weekends when necessary. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**PERSONAL WORK RELATIONSHIPS:**

This position reports directly to the Principal. Incumbent has regular contact with the Administrative Supervisor of the Parent Program and Parent Engagement Support Office (PESO) staff who provide training, consultation and supervision as needed. Incumbent will consult frequently with teachers, principals, counselors and other campus staff.

The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.