

# **Bridgeton Public Schools**

## **Job Description**

**Revised**

**POSITION:** Community and Parent Involvement Specialist (CPIS) Preschool

**QUALIFICATIONS:**

1. Bachelor's degree in Social Work, Sociology, Psychology, Education, or a related field
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
3. Experience in early childhood education, family engagement, or community outreach is preferred.

**REPORTS TO:** PreK-2 Supervisor

**POSITION SUMMARY:**

The Community Parent Involvement Specialist (CPIS) Preschool is responsible for fostering strong partnerships between families, schools and the community to support the holistic development of preschool children. The CPIS will coordinate various initiatives aimed at enhancing family engagement and ensuring that the needs of families are met through collaborative efforts with community agencies and social service personnel.

**PERFORMANCE RESPONSIBILITIES:**

1. Survey, organize and evaluate the needs of the community and families in the school/district;
2. Coordinate work with the school district, community agencies, and providers to connect families with relevant resources and support services.
3. Establish and maintain relationships with families to support their involvement in their children's education, including conducting home visits as needed and directed by the supervisor/building administrators.
4. Develop and implement programs for parental and community involvement designed to promote active participation in school activities, with a focus on student achievement, family life skills, and understanding school policies, procedures.
5. Implement and coordinate Parent Teacher Organizations (PTOs);

6. Develop press releases and schedule media coverage or parent/school events in accordance with Board of Education policy requirements and in collaboration with the district's Public Information Coordinator. Notify parents of community-related events via flyers, website, etc.
7. Create monthly school newsletters and distribute to students and parents.
8. Collaborate with all relevant instructional staff, administrator, support personnel, and social service personnel (e.g., social workers, counselors) to support the well-being of children and families and strengthen school/family/community relationships.
9. Serve on the building School Leadership Council (SLC) as a non-voting member.
10. Collaborate with building staff to support school and district parental involvement initiatives and programs.
11. Complete and submit all programs documentation (BoardDocs and Requisitions) on time.
12. Record and transmit all pertinent school and district reports on a monthly basis to the building principal and P-2 Supervisor.
13. Attend meetings with community partners.
14. Maintain accurate records and documentation of all activities and services provided.
15. Prepare reports and presentations for stakeholders as required.
16. Any other duties assigned by P-2 Supervisor.

**TERMS OF EMPLOYMENT:**

12 Months. Salary to be determined by the Board of Education.

**EVALUATION:**

Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

CMT

4/20/21

CW/MP

9/4/25