



Liaison, Parent (Title I-Part A)

Reports to:	Principal
Division:	Curriculum & Instruction

Structure/Grade:	Unified 109
Workdays:	186 Days

Position Summary

Perform routine tasks to facilitate communication and involvement between school and parents, coordinating parenting initiatives to include families in their children's education. Monitor Title I requirements and provide referrals to community services. Perform duties with moderate supervision as an intermediate-level individual contributor.

Essential Job Duties

- Establish and maintain communication with parents, conduct monthly Title I Parent Meetings, and provide Title I materials such as event calendars, brochures, and educational resources.
- Coordinate and facilitate parental involvement in capacity-building activities and offer workshops, classes, and academic-based learning opportunities to improve support for Title I students.
- Serve as a liaison between the school community and parents to address concerns, foster trust, and create an inviting school environment for all stakeholders.
- Develop plans for Title I activities and events that comply with school district guidelines and adhere to relevant regulations.
- Communicate with school staff to support educational programs aimed at enhancing student achievement.
- Assist in managing records and reports.
- Conduct regular audits of parental involvement for compliance purposes.
- Create supplemental opportunities tailored to parents with limited proficiency in English or who face barriers due to disability or socioeconomic status to ensure their participation in educational initiatives.
- Catalog available resources for parents' use.
- Assist leadership teams to promote an engaging learning atmosphere within the community.
- Coordinate assigned project tasks effectively to meet objectives.
- Perform additional duties as assigned.

Qualifications

- High school diploma with 3 years of related experience is required. An Associate's degree with 1 - 4 years of related experience is preferred.
- Minimum of sixty (60) semester hours or ninety (90) quarter hours of college courses completed with a Professional Standards Commission approved accredited college or university is required.

Knowledge, Skills, and Abilities

- Knowledge of Title I Part A Federal Grant Programs.
- Knowledge of human service organizations, public education systems, and community-based organizations and services pertaining to learning disabilities, child and substance abuse, and social adjustment.
- Good computer skills, including the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Ability to follow clear and established processes, and the ability to recognize the need for occasional deviation from standard practice



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- Ability to deliver work according to specific operational targets
- Good problem-solving skills.
- Strong attention to detail with the ability to maintain a high level of accuracy.
- Ability to work collaboratively and seek assistance when needed.
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously.
- Ability to maintain confidentiality.

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside a classroom or similar setting.
- Occasionally moves equipment weighing up to 25 pounds.
- Occasionally moves or otherwise maneuvers children weighing from 25 pounds to over 100 pounds.
- Occasionally operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws.
- Must have valid driver license and clean driving record.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

Supervisory Responsibility

- None

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____