



PARENT FACILITATOR

QUALIFICATIONS:

- One or more years of related experience in the field of education and evidence of significant community engagement activities
- Other qualifications that are deemed important or necessary by the Board of Education

REPORTS TO:

- Building Principal or designated administrator

JOB GOAL:

- Provide direction, planning, coordination, and implementation of parent involvement activities in designated program
- Assist with parent communication regarding all school issues
- Provide direct services as appropriate to teachers and students in the designated program
- Assist in promoting school attendance and reduce chronic absenteeism and truancy

PERFORMANCE RESPONSIBILITIES:

1. Serves as liaison between home and school
2. Confers with school personnel regarding students
3. Communicates information about students to parents
4. Consults parents regarding ways to assist their child to become effective in school
5. Assists team members with ongoing parent involvement as appropriate
6. Implements and coordinates family activities
7. Facilitates parent participation in classrooms and schools
8. Confers with parents through home and school visits, phone calls, notes, etc.
9. Attends conferences with parents if requested by the supervisor; provides emotional support to parents
10. Provides information related to health, family, or financial problems, behavior management, or truancy
11. Maintains accurate, complete, and punctual records as required by law, District Policy, and administrative directive
12. Is available to parents and school personnel as needed for education-related purposes
13. Attends staff meetings as assigned by the supervisor and contributes to an on-going development of District programs through involvement with building and District committees
14. Strives to maintain and improve professional competence; demonstrates awareness of limitations and strengths; acknowledges recommendations; set goals for growth
15. Possesses and maintains current information and academic background; demonstrates observable knowledge of theory and content in general and special education appropriate to level
16. Treats personal student information, parents, and staff members confidentially and ethically by discussing such personal information only with individuals having demonstrable education interest in the student
17. Maintains communication and positive relationships with students, colleagues, parents, and community
18. Supports Bloomington Public Schools and imparts a positive image of the District within the community
19. Utilizes appropriate channels of communication
20. Support School Improvement Goals regarding chronic absenteeism and truancy by applying interventions as directed