

LIMA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TITLE I PARENT LIAISON	File 511
Reports to:	Director of Professional development/Title I and Building Principal	
Job Objective:	Provides communications support between district staff, students, and their families. Promotes positive working relationships between families and district personnel. <i>Note:</i> Services rendered must comply with all legal mandates, board policies, and contractual agreements adopted.	
Minimum Qualifications:	<ul style="list-style-type: none">· Congenial disposition and able to learn required skills for the assignment.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Organizational, communication, and group management skills.· Knowledge about the Title I program.· Consistently dependable. Flexible outlook. Accepts new responsibilities/assignments willingly.· Available to work a flexible schedule.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Keeps informed about Title I program and procedure changes. Serves as an intermediary for parent and staff concerns. Helps build the school and parents capacity for strong involvement.· Upholds board policies and follows administrative guidelines/procedures. Refers district policy/procedure questions to administrators/supervisors.· Advances the district's professional image. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns.· Facilitates community partnerships and school-sponsored activities that enhance student learning.· Represents the district in public only as directed by the assigned supervisor.· Assists the building principal and staff in planning and implementing effective parent involvement activities that improve student academic achievement.· Helps families learn techniques, strategies, and skills on how to assist their children with learning activities at home.· Works with district personnel, students, and parents to identify opportunities to improve program services. Consults with district administrators as needed to clarify expectations and/or address concerns.· Collaborates with the assigned supervisor to identify personal performance objectives. Works toward mastery of specific competencies and participates in self-evaluation activities to monitor progress and achievements.· Complies with the requirements of the school calendar and assigned activities.· Assists the principal and staff with coordinating and integrating strategies with other programs.· Facilitates parent/guardian networking activities and access community resources.· Assists with an annual content and effectiveness evaluation of the liaison program.· Helps staff identify barriers to parent/family participation (e.g., economically disadvantaged, disability, LEP, limited literacy, cultural concerns, etc.).· Uses program data and findings to assist the principal and staff with developing new strategies to involve parents in school activities.· Promotes the proper use, care, and security of school property. Properly stores all supplies, materials, and equipment used during assignments.· Respects personal privacy. Maintains the confidentiality of privileged information.· Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.· Reports suspected child abuse and/or neglect to civil authorities as required by law.· Participates in staff meetings and professional growth opportunities as directed.· Strives to develop rapport and serves as a positive role model for others.· Maintains a professional appearance. Wears work attire appropriate for the position.· Performs other duties related to the volunteer assignment as directed.	

Abilities Required:	<p>The following personal characteristics and skills are important for the successful performance of assigned duties.</p> <ul style="list-style-type: none">· Acknowledges personal accountability for decisions and conduct.· Demonstrates professionalism and contributes to a positive work environment.· Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.· Exhibits consistency, resourcefulness, and resilience.· Maintains an acceptable attendance record and is punctual.· Anticipates time constraints. Manages tasks efficiently to meet deadlines.· Prepares accurate and timely paperwork. Verifies and correctly enters data.· Reacts productively to interruptions and changing conditions.· Uses diplomacy and exercises self-control when dealing with other individuals.
Working Conditions:	<p>To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.</p> <ul style="list-style-type: none">· Balancing, bending, crouching, kneeling, reaching, and standing.· Exposure to adverse weather conditions and temperature extremes.· Exposure to blood-borne pathogens and communicable diseases.· Interactions with aggressive, disruptive, and/or unruly individuals.· Operating and/or riding in a vehicle.· Lifting, carrying, and moving work-related supplies/equipment.· Traveling to meetings and work assignments.
Performance Evaluation:	<p>Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.</p> <p>The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08</p>