

## **OCSD Job Description**

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**POSITION TITLE: Parent Liaison**

**DEPARTMENT: Student Support Services**

**REPORTS TO: Principal**

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**OBJECTIVE:** Under the direction of the Principal or another assigned supervisor, serve as a liaison between teachers, parents, students, support staff and the community regarding educational programs, services and student issues in areas such as attendance, academics, behavior and health; provide related outreach, support and guidance services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serve as a liaison between teachers, parents, students, support staff and the community regarding educational programs, services and various student issues; assist in coordinating and arranging various programs and services to meet the needs of students.
- Provide outreach, liaison and guidance services to assist in resolving student issues and problems in areas such as attendance, academics, behavior and health; work with parents, teachers and others in developing and implementing strategies, goals and objectives for resolving student issues.
- Serve as an informational resource to parents, staff and others concerning school programs, services, attendance issues and other matters; respond to inquiries and provide information concerning related activities, standards, guidelines, practices, goals, objectives, processes, policies and procedures.
- Meet, confer with, and interview parents in the identification of family needs and issues; provide information and materials to parents to assist in the location and utilization of school and community services and resources; refer parents to school services or community resources as appropriate.
- Compose, distribute and respond to a variety of correspondence related to assigned liaison and support services; initiate and receive telephone calls; make home visits; schedule and arrange various student, parent and other appointments as assigned.
- Contact parents to discuss student needs, issues and progress and provide assistance in meeting student goals and objectives; follow up on student issues, progress and problems with staff, teachers and others to assure needs are being met.
- Establish and maintain partnerships with community agencies to facilitate and enhance support services for students, parents and teachers.
- Arrange, schedule and request parent participation in conferences, meetings and other activities; encourage parent participation in various school and community programs and services.
- Assist in coordinating and arranging various programs and services to meet the needs of students, parents and teachers.

- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.
- Contact community agencies to provide information and follow up on referrals.
- Perform related duties as assigned.

## **QUALIFICATION REQUIREMENTS/EXPERIENCE**

- Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above.
- High school diploma and additional degree(s) preferred.
- Experience working with students or families in a social services or educational environment.
- Valid South Carolina Driver's License.

Orangeburg County Public School District is an Equal Opportunity Employer. Orangeburg County Public School District ensures equal employment opportunities regardless of race, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law. The quality of the educational program is enhanced by staff members with a wide variation in background, culture, educational preparation, and previous experience. Orangeburg County Public School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.