

## **Parent Coordinator**

The **Parent Coordinator** works to establish communication, relationships and maintain mutual understanding among school, community and home. Provides support to Thornton Township High School District 205 Title I, Part A schools by cultivating programs to build capacity for parental involvement and ensure compliance with federal Title I, Part A regulatory guidelines. The role of the Parent Coordinator is part of a comprehensive system effort to increase the Academic Achievement of students and to encourage families to support schools and to lower existing barriers to parental/family participation.

### ***Parent Outreach:***

- Assists school with securing important documentation from parents. (School compacts and parent surveys).
- Coordinates academic-based learning opportunities/workshops for parents at flexible times.
- Coordinates volunteer program with continuous recruitment and training for volunteers.
- Creates opportunities to involve all parents in the education of their child(ren).
- Develops and maintains a Parent Resource Room, library or corner within the school.
- Establishes and meets regularly with the Parent Involvement Committee.
- Plans and coordinates monthly or bi-monthly academic focused parent workshops with the assistance of the Office of State and Federal Programs and local school Parent Advisory Committee.
- Provides information to parents that include educational opportunities and resources in their communities.

### ***Communication:***

- Calculates and keeps accurate data of parental involvement.
- Communicates important school related and Title I updates and news with parents via school newsletter, Parent Center newsletter, and/or the district website/social media.
- Initiates and responds to parent phone calls, emails, and written correspondence related to Parent Involvement under the direction of the building principal.
- Participates in early release conferences, assisting parents with the understanding of progress reports, school progress reports and report cards.
- Strengthens home-school relationships by facilitating positive proactive communication between families and educators

### ***Documentation:***

- Assists in the development, implementation, monitoring and evaluation of the school's Parent Involvement Policy and School Compact

- Keeps all Title I documentation of any parental involvement activities
- Monitors and maintains records required by Title I
- Submits all required Title I documentation to Title I office in a timely manner

***Community Outreach:***

- Assists parents in accessing community resources.
- Cultivates relationships and partnerships with local business, social agencies and community organizations in their assigned region.
- Enhances partnerships between schools and community support services.

***Organizational Improvement:***

- Supports and promote the vision and mission of the district
- Assists in the implementation of the district's strategic goals
- Inspires and builds a shared vision for operational excellence
- Challenges systems, processes, ideas and methodologies that are not working for the financial health and stability of the division

***Culture and Climate:***

- Creates and sustains a positive and collaborative environment for central and school-based staff
- Model and require the use of work practices that promote high-performance, ethical behavior, collegiality, teamwork, and fairness
- Model standards for positive and supportive relationships necessary in a high-performance organization

***School/Community Relations:***

- Maintains working relationships with administrative management and school site staff
- Responds to inquiries or complaints from stakeholders in a timely manner
- Represents the district in a positive and professional manner
- Consistently solicit stakeholder input and feedback when appropriate

***Professional Growth and Development:***

- Attends regularly scheduled meetings/professional learning as determined by building administrators.
- Collaborates with all staff regularly to coordinate meetings/workshops for parents
- Conducts professional learning sessions with staff to improve parent involvement
- Participates in on-going state and district training

## **Requirements**

### **Education:**

- A minimum of a High School Diploma required, legal parent/guardian of a child(ren) enrolled in the Thornton Township High School District 205.

### **Work Experience:**

- Minimum of one-two years of school district and/or community experience preferred

### **Certification/Licenses:**

- N/A

## **Compensation**

Stipend of \$5,000

Work Days: During school hours

Classified

**Reports to:** Title I School Principal

This position is funded with Title I funds, which ends at the end of the fiscal year.