

**DeKalb County School District
Position Specification**

Title: Liaison, Parent

DIVISION	School-Based		
DEPARTMENT	School-Based		
REPORTS TO	Principal		
CLASSIFICATION	Paraprofessional	LEVEL	PA2
CALENDAR	10 Month	FLSA	Non-Exempt
RETIREMENT	Teachers Retirement System	APPROVED (HR)	07/21/2012

General Statement of Job

Under general supervision of the Principal, the Community Outreach Liaison serves as the liaison between school and parents, relaying the needs of one to the other; advises and trains parents on how to address issues with the staff in school meetings; serves as a school-based intermediary contact for concerns and comments made by parents and community members; and provides referrals to community-based services for families.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan and Aligned Management System. Other duties may be required and assigned.

- Assists in providing Title I workshops, classes, and activities for parents in how to support their child academically.
- Assists in building capacity of Title I parents through developing Title I workshops, classes, and activities for parents that are designed to improve academic support of Title I students.
- Provides Title I allowable materials such as event calendars, brochures, and educational resources to Title I parents.
- Creates supplemental opportunities for Title I parents who have limited English proficiency, a disability or are Under-represented because of social economics or racial barriers to participate in educational workshops, classes, and activities.
- Catalogs Title I allowable resources available for parents and performs regular Title I parental involvement inventory audits to meet reporting requirements.
- Assists leadership teams by creating an inviting and parent supported and oriented learning environment for all Title I parents and community members.
- Assist with the collection of documentation necessary for Title I parental involvement program compliance.

- Assist with the development of a parent information page to be disseminated to all Title I parents.
- Maintains a liaison relationship with the Parent Resource Center and the District Office of Federal Programs.
- Assist in the facilitation and coordination of parental involvement strategies between Title I and other programs such as Head Start and Pre-K.
- Performs other duties assigned as it relates to Title I, Part A

Education and/or Experience:

Minimum of sixty (60) semester hours or ninety (90) quarter hours of college courses completed with GPA 2.0 or higher from a Professional Standards Commission approved accredited college or university is required.

- or -

High school diploma/GED and a passing score on the Georgia Assessments for the Certification of Educators (GACE) Paraprofessional Assessment is required.

Experience working with parents is preferred.

Certificates, Licenses, Permits:

Valid Professional Standards Commission approved paraprofessional certificate.

Knowledge, Skills & Abilities:

Knowledge of human service organizations; public education systems and community based organizations and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment

Skill in effective oral, written, and interpersonal communication; coordinating and collaborating, computer skills including electronic mail, record keeping, word processing, spreadsheets, and management skills gained through multi-tasking

Ability to plan and develop trainings uses relevant computer applications; prioritizes tasks; and manages multiple assignments simultaneously

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.