

JOB DESCRIPTION

**TRENTON
BOARD OF EDUCATION
Parent Coordinator**

JOB TITLE: Parent Coordinator

REPORTS TO: Assistant Superintendent, Elementary

SUPERVISES: Parent Liaisons

NATURE AND SCOPE OF JOB:

Will be responsible for working closely with central office departments and school leaders to develop and manage systems to obtain data regarding the needs of the families and community, create strategies to increase engagement, including increased levels and content of communications, as well as, lead, manage, and professionally develop the Parent Liaison Team.

QUALIFICATIONS:

The Parent Coordinator shall:

1. Hold a Bachelor's Degree (preferably in Education) from an accredited college or university.
2. Demonstrate oral and written proficiency skills in Spanish (preferred).
3. Have three (3) or more years working with parents in a school setting.
4. Demonstrate knowledge of and experience working with parents, families and students.
5. Demonstrate commitment to continuous learning.
6. Hold and maintain a valid driver's license with no serious violations.
7. Demonstrate excellent organization skills.
8. Demonstrate the ability to motivate people.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
11. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
12. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications.
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Parent Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified in the TASA Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Parent Coordinator shall:

1. Work collaboratively with building principals to increase parental involvement.
2. Provide oversight for the work of Parent Liaisons in the school and community
3. Serve as a resource for school parent liaisons district-wide
4. Collaborate with stakeholders and serve as lead convener for the development of a Parent University
5. Engage parents and community on development of content, resources and partners for Parent University
6. Provide the staff support for the preparation of community forums, stakeholder meetings, parent workshops and district-wide meetings
7. Attend board meetings and assist with responding to parent and community complaints and concerns district-wide
8. Assist with increasing opportunities district-wide for parents to become involved with their child's educational development
9. Work with parent liaisons and other stakeholders to develop and administer surveys
10. Develop and strengthen partnerships to ensure parent resources are accessible and coordinated
11. Coordinate the development of professional development trainings for all parent liaisons
12. Ensure the use of multiple platforms to assist parent liaisons with parent recruitment
13. Ensure translation and interpretation services are provided for all parent and community meetings
14. Conduct monthly parent liaison meetings
15. Coordinate and solicit content material relevant to parent and community for media and public relations campaigns
16. Coordinate and solicit content material for multiple electronic platforms, including social media, eNewsletters, and the district's website
17. Perform other duties as assigned by the Direct Supervisor.

EVALUATION

The Parent Coordinator shall be evaluated in accordance with Board of Education Policy.