

**Montclair Public Schools
Personnel Department**

JOB DESCRIPTION

Position Title: Parent Coordinator

1. Bachelor's degree plus additional knowledge in computerized communications,
2. Demonstrated social, communication and interpersonal skills,
3. Successful organizational experience and/or community involvement
4. Demonstrated ability to function effectively in a diverse school community,
5. Demonstrated aptitude or competence for assigned responsibilities,
6. Strong public relations skills,
7. Knowledge of or experience in establishing successful programs for parents,
8. Ability to follow directions and work as a productive component of a highly functioning administrative team;
9. Ability to work on site during the hours required
10. Required criminal background check and proof of U.S. citizenship or legal alien status
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Superintendent or designee

Job Goal: Work closely with the school staff, parents and community to create, support, and strengthen strategies and activities for parents with students at risk primarily in Title I Schools, which focus on the social, emotional and academic success of their children or wards.

Performance Responsibilities:

1. Assist staff and principals in planning and conducting workshops for parents and other interested community groups which address the needs of at risk students and their families; 2. Develop and co-ordinate programs that bridge and reduce the communications gap between home, school and community groups and ensure information sent to parents is understandable; 3. Develop parent education training modules and activities that improve the social, emotional, academic and career attainment skills of students and families; 4. Meet with and provide support and information to parents on a case by case basis if necessary; 5. Provide assistance to help parents understand the state's academic standards, state and local assessments, and how to monitor their children's progress; 6. Provide materials and training, such as literacy and technology training, to help parents work with their children; 7. Educate school personnel in techniques for communicating and working with parents; 8. Integrate parent involvement with early childhood programs; 9. Articulate and support the goals of the district to the community and staff; 10. Implement a system that will gather data for the evaluation of the program. 11. Work to eliminate barriers to participation such as transportation and child care; 12. Train parents to enhance involvement of other parents; 13. Conduct in-home parent-teacher conferences as needed; 14. Establishing a district-wide parent advisory council; 15. Review and provide services which conform to district objectives, policies, and state and federal laws and regulations; 16. Maintain positive relationships with the building administration, parents, other staff and students in the buildings; 17. Assume other related responsibilities and duties within the context of the above performance responsibilities.

Terms of Employment: 10 month, salary and benefits as determined by the Board

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of administrative staff.

ESTABLISHED: 1982

Revised: 1995, 2008, 2010