

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Parent Liaison Coordinator (R26)</b>	Job Family: 10
Department: Educational Support Services	Lane Placement: 8
Supervisor's Title: Consultant	Contract: 180 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>Laura S. Gubinson</u>	Date: <u>07/28/16</u>
ADA Review: <u>Genele Masten</u>	Date: <u>12.5.16</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>07-28-16</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>4/5/17</u>
Original date: <u>11/10</u> Revised: <u>07/16</u> Revised: _____	Revised: _____

**GENERAL FUNCTION**

Under general direction of the consultant, the **Parent Liaison Coordinator** is responsible for providing education, health, and financial service assistance to District Title I students and their families. Acts as a liaison between parents/guardians, community agencies, state agencies and school personnel to support parent and community involvement, communication, decision-making, learning at home, volunteering, and parenting skills. Assist in creating and sustaining a parent resource center in assigned school(s) and help the school align parent and student needs to District and community programs and services in an effort to stabilize families.

NOTE: This position is a temporary position that is based on continued funding and may be eliminated at any time.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Provide education, health and financial service assistance to District Title I students and their families.
- Conduct home visits to support parenting skills, address family crisis needs and support school attendance, as needed.
- Act as a liaison between parents/guardians, community agencies, state agencies and school personnel to support parent and community involvement, communication, decision making ability, learning at home, volunteering and parenting skills.
- Build relationships with parents/guardians to engage them in their student's education.
- Assist teachers and administrators with communicating and coordinating student, parent/guardian needs and available resources in an effort to stabilize families.
- Work directly with families to access resources in the community and the school that will help their students overcome obstacles that may impede their success in school.
- Work with community programs, local business and the Jordan Education Foundation to provide resources for at-risk students.
- Provide resources to parents with emotionally or behaviorally challenging students.
- Attend coordination meetings and follow up with services provided by community agencies on a monthly or quarterly basis. These may include Boys and Girls Club, Head Start, Salt Lake CAP, DCFS, Operation School Bell, HEAT, JSD Educational Support and Title I schools.
- Provide quarterly and annual written reports of families served, students served, and descriptions of activities.
- Provide training and support to McKinney Vento assistants at Title I schools.
- May perform one or more of the following specific duties as assigned (e.g. drive personal vehicle to District locations, student homes or community agencies as needed; act as a translator, both verbally and in writing, for families and school personnel; research and apply for grants or community funding opportunities; conduct home visits to support parenting skills, address family crisis issues and support school attendance; facilitate transportation for students and families to

community resources for the receipt of social services; coordinate paperwork completion with assistants; provide training to assistants;

- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires three (3) years of successful experience working in public schools and/or with families/students in crisis or an equivalent combination of education and experience. Preference for those who have worked directly with Title I schools.
- Must meet the Title I Highly Qualified Paraprofessional qualifications of an Associate's Degree, 48 college semester credit hours or a passing score on the ParaPro Praxis examination.
- Bachelor's degree in education, family studies or related field preferred.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Bilingual proficient-demonstrated oral, reading, and writing competency in English and Spanish highly preferred.
- Must demonstrate basic competence in reading, writing, and basic math.
- Requires the ability to work well with others.
- Requires ability to prioritize own work schedule.
- Requires problem solving and answering questions.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

#### **Machines, Tools & Equipment Used:**

- General office equipment. Computers. Microsoft Office

#### **Physical Requirements – Not limited to the following:**

- Occasional lifting from floor to waist of up to 30 pounds.
- Occasional driving a personal vehicle, walking, climbing stairs and balancing on slick surfaces.
- Continuous keyboarding or using a computer mouse.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.