

O/K. gpt

Job Description
Parental Involvement/Volunteer Program Facilitator

JOB TITLE: Parental Involvement/Volunteer Program Facilitator

MINIMUM QUALIFICATIONS: A. Valid Alabama professional teacher's certificate and Valid driver's license.

DESIRED QUALIFICATIONS: B. Proficient with IBM / Macintosh computer system

REPORTS TO: Assistant Superintendent

KEY ROLE:

- Works with the PTA president, principal and teachers to coordinate volunteer assignments at the school to support student success
- Collaborates with other PTA board members, teachers and administrators to assess and identify how parents/guardians and community members can get more involved at school as volunteers
- Oversees volunteer recruitment, training and assignments
- Promotes PTA goals, membership and activities as a PTA committee chairman or officer

MAJOR RESPONSIBILITIES:

To organize and implement the parent involvement programs for Title I .

SECONDARY RESPONSIBILITIES:

To organize and implement the volunteer program.

SPECIFIC RESPONSIBILITIES:

1. Serves on Title I committees, both at the building and district level.
2. Assists each Title I school in developing a parent program that serves the needs of their parents, community, and school.
3. Works with schools to develop home-school compact, outlining the school's and parent's responsibilities to support student's learning.

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4. Serves as the liaison between home, school, and the community by informing principals of needed home visits and areas needed for increased involvement.
5. Assists in providing parents with trainings and materials to support their children's learning.
6. Assists in educating teachers and staff to communicate and work with parents as equal partners.
7. Assists in recruiting volunteers to become partners with the schools.
8. Assists in educating volunteers on how they can be effectively used in the schools.
9. Coordinates and integrates program and activities with similar programs, i.e. Head Start.
10. Assists in providing opportunities to participate for parents with limited English proficiency and disabilities.
11. Guides parents in locating proper organizations and agencies that can assist with education, training, or other needs.
12. Coordinates, maintains, and serves at the Parent-Teacher Resource/Volunteer Center.
13. Organizes and coordinates the State-Wide Parenting Day.
14. Implements any research-based parenting program implemented by the system.
15. Works with local, regional, and state organizations to encourage parent involvement and volunteer involvement.
16. Maintains regular attendance.

Job Posting
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17.Maintains a daily log of parenting activities and volunteer involvement activities with the inclusion of the contact person.

18.Maintains accurate documentation of above assigned tasks.

SALARY: The salary for this part-time position will be a minimum of \$10.00 per hour and a maximum of \$14.00 per hour with a maximum of 19 hours per week.

APPLICATION PROCEDURES: The deadline for submitting an application is Tuesday, July 19, 2016, 11:00 a.m. or until the positions are filled. Applications should be submitted to:

Mr. John H. Heard, III, Superintendent
Perry County Schools
Post Office Box 900
Marion, AL 36756