

**TITLE****Facilitator – Parent Involvement**

Part-time

Anticipate the equivalent of 45 days, 7.5 hours a day – 337.5 hours

Anticipate an hourly rate of \$25

**QUALIFICATIONS**

1. Bachelor's Degree, preferred;
2. Strong communication and motivational skills;
3. Work experiences with parents and teachers; and
4. Ability to complete project(s) with little direction or supervision

**JOB GOAL:**

Instrumental in developing and implementing the Tennessee Parent Involvement Standards:

Standard 1: Welcoming All families into the School Community

Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class and school.

Standard 2: Communicating Effectively

Families and school staff engage in regular, meaningful communication about student learning.

Standard 3: Supporting Student Success

Families and school staff continuously work together to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking Up for Every Child

Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing Power

Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

Standard 6: Collaborating with Community

Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

**ESSENTIAL FUNCTIONS**

1. Conduct annual pre and post parent surveys to determine the needs of the parents and then will conduct workshops and meetings based on the survey results. Some session topics may include the following:
  - How to help my child with: reading/math
  - Cyberspace: bullying, websites of which I need to be aware
  - Good nutrition
  - Why does my child take so many tests/TN Ready testing
  - RTI FYI
2. Hold one (1) session at each school over a two (2) month time period:  
August-September  
October-November  
January-February  
March-April

3. Make contact with community resources such as FC Agriculture Extension Office, Campora Family Resource Center, FC Sheriff's department and local Goodwill to enlist their help in providing services to parents.
4. Work with the ELL community to ensure they are receiving information in an understandable format; and
5. Perform other duties, as deemed necessary, by the Supervisor of Federal Projects, Coordinator of Coordinated School Health, and the Director of Schools.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty (20) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Ability to meet the public well.
6. Demonstrates the ability to implement innovative ideas.
7. Enthusiasm.

## **WORK CONDITIONS**

Atypical work hours and working environment are required – to work directly with the schools' instructional staff and parents.

Work under the direct supervision of the Supervisor of Federal Programs and the Coordinator of Coordinated School Health

## **FUNDING**

To be paid by timesheet for hours worked

Limited monies from Coordinated School Health will be used to fund this part-time position; to be paid \$25 an hour for not more than 7.5 hours a day for not more than 45 days.

NO employment benefits are applicable.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.