

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Parent Center Liaison

### **QUALIFICATIONS:**

- High School diploma
- Demonstrated interest in and aptitude for work to be performed
- Such alternative qualifications as the Board may find appropriate and acceptable
- Good physical condition with ability to lift 10 pounds

**REPORTS TO:** Principal and Federal Programs Director

**SUPERVISES:** N/A

**JOB GOAL:** To strengthen the bond between school, home, and the community at large

### **PERFORMANCE RESPONSIBILITIES:**

- Assist with the parental involvement at assigned school(s)
- Evaluate, select and requisition parent center materials
- Assist parents in the selection of books and other instructional materials in order to help their children
- Plan and organize workshops and training sessions for parents
- Work with the counselors and principals in the resolution of misunderstandings involving parent
- Assist in preparing and sending newsletters to parents
- Participate in meetings, staff development, in-service, etc.
- Serve as liaison between the school and the home
- Complete truancy reports
- Contact parents when students are absent
- Plan and organize Open House activities
- Plan and organize Title I nights
- Assist with tracking attendance of students
- Visit homes of individual student's parents when necessary and encourage parents to attend center
- Endeavor to enable parents to work more effectively with their children at home to improve their child's academic performance
- Assist school(s) with compiling of documentation for Federal Programs project
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)