

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

PARENT LIAISON

QUALIFICATIONS:

1. High School Diploma or GED, required
2. Must be a resident of the City of Trenton.
3. Ability to help facilitate activities.
4. Ability to work well with others.
5. Ability to communicate using appropriate English.

REPORTS TO:

Building Principal and District Parent Coordinator

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Act as liaison between the school and parents/guardians.
2. Disseminate information to parents/guardians as it relates to the needs of children and the school.
3. Work with Principals to organize activities within their respective school to include parents and the community.
4. Assist parents according to their needs.
5. Acquire and provide parents with information about community resources.
6. Assist staff with working with parents/guardians.
7. Communicate regularly with parents/guardians in regard to their children.
8. Serve as an ombudsperson for parents/guardians.
9. Maintain a log of parents concerns and visitations for the school.
10. Keep updated parent contact information.
11. Work with principal to develop, identify and implement activities to engage parents in the school.
12. Maintain parent resource room.
13. Perform all other task relating to parent engagement as assigned by building principal.

TERM OF EMPLOYMENT: Ten (10) month position

BARGAINING UNIT: Paraprofessional-PAR

SALARY:

STATUS: Hourly___ Salaries X
Exempt X Non-Exempt___

EVALUATION: Performance of the position will be in accordance with the Board's policies and procedures on evaluation.

BOARD APPROVAL: _____

Board Approved
October 26, 2015