



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR PARENT RELATIONS
DIVISION	DIVERSITY, EQUITY AND POVERTY PROGRAMS
SALARY SCHEDULE/GRADE:	II GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8605
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, organizes, executes, and/or coordinates various parent relations programs, projects, initiatives, and activities; and works with the Fifteenth District PTA, local PTA units, schools, and other District staff to increase parent/school interaction. Additionally oversees the Volunteer Talent Center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, coordinates and/or implements various parent relations activities, projects, programs, and initiatives

Works with schools, other District personnel, and PTA units in the development of plans to increase parent-school interaction

Provides staff support and technical assistance to schools, local PTA units, and the Fifteenth District PTA; e.g., preparation of newsletters, operation of the PTA Clothes Closet

Works with the Fifteenth District PTA, Principals and local PTA units to orient and train PTA officers and units

Establishes and maintains collaborative work relationships with school District personnel who work in the areas of early childhood education in order to effectuate programs and services which facilitate a smooth transition into parent involvement programs at the elementary school level

Develops and implements workshops, seminars and forums which address timely topics, such as parent/teacher conferences, primary program, school reform issues, strengthening parents' knowledge and skills as teachers of their own children, helping parents better interact with schools and school personnel

Represents the District at the local, state, and national level in organizations and at various functions; e.g., the Kentucky Association of School Councils, Chapter 2 Advisory Task Force, the Kentucky Coalition of School Volunteer Organizations, the Parents As Teacher (PAT) program and conferences

Works with schools and PTA units to develop various forms of parent support groups

Works collaboratively with advocates, schools, Family Resource Center Coordinators and other staff persons who work with parents and families to facilitate open dialogue about parent involvement issues in the District and to develop a comprehensive, coordinated approach to parent involvement

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree with at least one year's experience in a related field

Ability to establish and maintain rapport with persons from varying life styles and various community groups

General knowledge of the District's programs, operations, practices and procedures
Effective communication skills
DESIRABLE QUALIFICATIONS
Extensive knowledge of the dynamics and mores of the district and the Jefferson County community
Good organization and planning skills
Experience in a diverse workplace