

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Parent Involvement Liaison	Wage/Hour Status:	Nonexempt
Reports To:	Principal	Date Revised:	2/13/17
Dept./School:	Assigned Campus		

Primary Purpose:

To promote a positive partnership between families, educators and the community, supporting their efforts to ensure the academic achievement of all students

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Excellent communications skills

Bilingual Spanish (preferred)

Experience:

Experience working with students and parents

Major Responsibilities and Duties:

Assist parents by providing information and strategies on how families can support their children's academic achievement

Provide resources which encourage family involvement in student learning

Plan and conduct parent involvement activities

Welcome new families to the school and encourage parents to volunteer at the school

Provide assistance in obtaining school supplies and access to social services

Communicate with parents through notes, telephone calls and meetings

Collaborate with general education staff

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Job Title: Parent Involvement Liaison

If a Title I Campus – the following may apply:

Assume responsibility for the organization and operation of work within the area of federal programs related to general federal programs and Title I (as specified in Title I, Part A, and 100%)

Collaborate with Title I and general education staff

Perform other functions that may be assigned by the Director of Multilingual Education

Equipment Used:

Computer, printer, copier, fax, and telephone

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written in both Spanish and English); ability to operate computer; ability to meet established deadlines; maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 02-13-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____