



JOB DESCRIPTION

Parent Liaison

DIVISION: Office of Schools	GRADE: 114
DEPARTMENT: Schools	WORK DAYS: 202
REPORTS TO: Principal	FLSA STATUS: Non-Exempt
CLASSIFICATION: Classified	DATE: 12/7/2020

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Parent Liaison works to establish communication, relationships and maintain mutual understanding among school, community and home. Provides support to Atlanta Public Schools Title I, Part A schools by implementing policies & coordinating programs to build capacity for parental involvement and ensure compliance with federal Title I, Part A regulatory guidelines. The role of the Parent Liaison is part of a comprehensive system effort to increase the Academic Achievement of students and to encourage families to support schools and to lower existing barriers to parental/family participation.

MINIMUM REQUIREMENTS

EDUCATION:

- High school Diploma or GED required.
- Bachelor's Degree preferred.

CERTIFICATION/LICENSE:

- Clearance Certificate required.

WORK EXPERIENCE:

- 2 years of school district and/or community experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of resources available to both the school and community
- Excellent listening and communication skills



- Ability to effectively communicate with district personnel, schools, the community and families
- Ability to be flexible and adapt as needed between in-person learning environments
- Computer proficiency including Microsoft Office
- Knowledge of school safety & security procedures
- Excellent writing and communication skills
- Strong interpersonal and decision making skills
- Flexible and can de-escalate potentially controversial situations
- Can work independently and in a team setting
- Attention to detail and organized
- Speaking and reading a second language preferred

ESSENTIAL DUTIES

- The Parent Liaison works to establish communication, relationships and maintain mutual understanding among school, community and home.
- Assists parents with understanding Title I Part A, ESEA, report cards, learning compacts, assessments, progress reports, Parent Rights & Responsibilities, school improvement and Flexible Learning Program.
- Assists school with securing important documentation from parents (i.e., school compacts and parent surveys).
- Coordinates academic-based learning opportunities/workshops for parents at flexible times.
- Coordinates volunteer program with continuous recruitment and training for volunteers.
- Creates opportunities to involve all parents in the education of their child.
- Develops and maintains a Parent Resource Center, library or corner within the school.
- Establishes and meets regularly with the Parent Involvement Committee .
- Plans and coordinates monthly or bi-monthly academic focused parent workshops with the assistance of the Family Engagement Specialist and local school Parent Advisory Committee.
- Provides information to parents that include educational opportunities and resources in their areas and applicable local and state policies that will influence their education system.
- Selects and purchases appropriate materials for parent checkout and provides training for parents in the use of materials.
- Advertises all Title I Parent Involvement activities through a variety of media.
- Calculates and keeps accurate data of parental involvement.
- Communicates important school related and Title I updates and news with parents via school newsletter, Parent Center newsletter, and/or the district website.
- Initiates and responds to parent phone calls, emails, and written correspondence related to Parent Involvement and/or Parent Center.
- Participates in early release conferences, assisting parents with the understanding of progress reports, school progress reports and report cards.
- Serves as the liaison between the local school and the Title I Office – Family Engagement Specialist.
- Strengthens home-school relationships by facilitating positive proactive communication between families and educators.
- Engages in professional learning opportunities.
- Responsible for wiping down surfaces to uphold sanitation standards as required for safe school environment.
- Assists administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours.



- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.