

Red River Parish School Board

Job Description

TITLE: **Parent and Family Engagement Coordinator**

Qualifications: Bachelor's Degree, a valid Louisiana Teaching Certificate, and such additions to the above qualifications as the Board may find appropriate and acceptable

Master's Degree from an accredited University
New Hires, Effective June 1, 2016

Superordinate: Director of Federal Programs

Performance Responsibilities

1. Coordinates the operation of the Title I Parent Center
2. Assists schools with the planning and operation of activities for parents and families of students.
3. Orders materials and maintains inventory of all Federal Programs Equipment.
4. Utilizes community resources to benefits parents.
5. Maintains a calendar of Parent Center Activities.
6. Provides training to parents ranging from basic skills preparation to workshops dealing with computer programs.
7. Keeps abreast of current educational trends for parental involvement.
8. Prepares hands-on manipulatives for parental involvement.
9. Assists in Staff Development activities.
10. Provides and maintains material for Parent Handbooks.
11. Maintains appropriate documentation of activities and disseminates to principals and supervisors.
12. Performs other related duties assigned by the superordinate(s).

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEAA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board's dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment:

12 Months