



## **Job Description**

**Job Title:** Parental Involvement Specialist, Title One

**Position Code:** 2E18 or BE18

**Job Classification:** Exempt

**Supervisor:** Principal & Director, Federal Programs

**Pay Grade:** 31

**Contract Length:** 202 Days

### **Job Summary**

Position exists to function as part of the network of assistance for students and families in Title I schools. Coordinates communication and activities in the assigned Title I school among the teachers, parents, community and school administrators.

### **Essential Duties**

1. Serves as liaison between student, home, school, and community resources such as family services agencies.
2. Works with professional personnel, students, and parents to help students be successful in school by making available information to increase the understanding of specific elements that may be attributed to problems related to emotional, physical, academic, and economic areas.
3. Interprets NCLB requirements related to school activities/outreach programs that support parental involvement; supports and works with Social Workers, Counselors, and community agencies that can contribute resources to assist families as needed.
4. Plans and provides activities related to parent involvement that would enhance the school's climate.
5. Cooperates with administrators in implementing the parent involvement program according to state and federal guidelines.
6. Works with parents and teachers in improving the achievement level of students by assisting parents and volunteers in locating learning activities; disseminates information regarding parent involvement goals and objectives books and tutorial services to reinforce skills.
7. Participates in on-going professional development by attending workshops, lectures and institutes on specific subjects to enhance job performance.
8. Works in Title I Schools and Early Childhood Centers to ensure homeless children and families' needs are identified and steps are taken to meet those needs through school resources and community agencies.
9. Disseminates information regarding parent involvement goals and objectives, books, tutorial services to reinforce skills.
10. Makes home visits as needed and works with parents regarding ways in which they can help their children achieve challenging state standards.
11. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by the Principal & Director, Federal Programs or appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills & Abilities Required)**

Bachelor's degree in counseling, social work, psychology, education or a related field and some experience in providing services to school aged children and/or families, or any combination of education and experience that would

provide the requisite knowledge, skills and ability. Must possess valid Virginia Driver's license. Knowledge and understanding of the parent involvement component of the "No Child Left Behind" Act. Must be computer literate and proficient in use of MS Office software. The employee must have the ability to coordinate hands and eyes rapidly and accurately in order to operate office equipment, including desktop and/or laptop computers; requires the ability to express or exchange ideas by means of spoken word; ability to differentiate between colors and shades of color. Must possess the ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community based-organizations. Must possess the ability to read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing.

**Working Conditions & Physical Requirements**

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

The duties of this job are conducted in a school, in students' homes, and other locations. The employee must have the ability to coordinate hands and eyes rapidly and accurately in order to operate office equipment, including desktop and/or laptop computers; requires the ability to express or exchange ideas by means of spoken words;. While performing the duties of this job, the employee is regularly required to drive, sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to differentiate between colors and shades of color, and ability to adjust focus.

**Supervision Exercised:** None

**Supervision Received:** Principal & Director, Federal Programs

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Parental Involvement Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Principal & Director, Federal Programs or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_