



JOB TITLE	DEPARTMENT	REPORTS TO
21 <sup>st</sup> Century Parent Liaison	School Based	Principal

<b>Position No:</b> 91099	<b>Length of Work Year:</b> Summer School
<b>Salary Schedule:</b> Regular Rate of Pay	<b>Date Approved:</b> 5/11/21
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b>

JOB GOAL
To facilitate home-school communications with the families of 21 <sup>st</sup> Century Community Learning Center students and to provide tutorial services to those students as needed.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High School Graduate or equivalent</li> <li>2. Ability to communicate with parents and teachers.</li> <li>3. Proven Leadership skills</li> <li>4. Good organizational skills</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To work closely with the Site Coordinator to recruit and retain students through consistent parent communication.</li> <li>2. To provide information regarding the program to parents, students and teachers.</li> <li>3. To promote family/parent involvement.</li> <li>4. To establish strong community relations and communicate with parents about:               <ol style="list-style-type: none"> <li>a.) Program Attendance</li> <li>b.) Parent Literacy Meetings</li> </ol> </li> <li>5. To perform assigned tasks in a timely and efficient manner.</li> <li>6. To perform assigned tasks with a high standard of quality.</li> </ol>

PHYSICAL DEMAND CLASS:
Sedentary (S) - Infrequent lifting and carrying of objects weighing 10 pounds or less. Infrequent walking and/or standing may be required.