



JOB TITLE	DEPARTMENT	REPORTS TO
Title III Program Specialist For Parent Involvement Grant Funded	Title III	Assistant Superintendent of School Renewal, Title I & Title III

<b>Position No:</b> 61022	<b>Length of Work Year:</b> 11 or 12 Months
<b>Salary Schedule:</b> IN11, IN12	<b>Date Approved:</b> 1/25/11
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 8/14/13

JOB GOAL
Under the supervision of the Assistant Superintendent of School Renewal, Title I and Title III, the Parent Liaison Program Specialist will work to increase and improve parent/family and community involvement in the St. Lucie County School District. The parent liaison will train parents and provide information in order to encourage communication with parents/families and the community.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor's degree or higher.</li> <li>2. Valid Florida Certification.</li> <li>3. Three (3) years of experience in related areas.</li> <li>4. Ability to communicate effectively with others.</li> <li>5. Ability to speak Spanish or other language of high need.</li> <li>6. Successful experiences and training with diverse populations.</li> <li>7. Ability to plan, coordinate, and present information to others.</li> <li>8. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Promote participation and partnership through the development of a wide variety of activities for parents/families of ELL students.</li> <li>2. Serve as a liaison with parent groups such as the District Advisory Council, the Hispanic Advisory Council, the Haitian Advisory Council, and the Parent Academy.</li> <li>3. Assist in planning, implementing, and coordinating of parent involvement activities.</li> <li>4. Communicate with parents via phone calls, Connect Ed, letters, and email.</li> <li>5. Assist in planning, implementation, coordination of parent involvement activities.</li> <li>6. Translate for parent conferences, parent involvement, and correspondence to parents of ELL students when schools are not able to provide targeted language translation.</li> <li>7. Document parent contacts and parent involvement activities.</li> <li>8. Coordinate ongoing activities to provide information and support to build on family strengths such as workshops responding to parents' requests regarding school-related home learning activities and appropriate homework assistance.</li> <li>9. Assist during ELL Committee Meetings as appropriate.</li> <li>10. Provide assistance to parents of ELL students in need of information on school related questions, student handbook, academic achievement, teacher conferences, etc.</li> <li>11. Promote the overall effectiveness of the organization by performing tasks and sharing responsibilities of other members of the Department during peak periods or when there is an overload of duties.</li> <li>12. Perform other duties as assigned by the supervisor.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
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Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.