

9.6.06**PARENT AND COMMUNITY COORDINATOR**

Reports To: Principal

Dept/Campus: Assigned Campus and Level

Wage/Hour Status: Exempt

Length of Contract: 220

PRIMARY PURPOSE:

Provide leadership, support, and exemplary customer service to parents, teachers, and community members in order to assist Texarkana Arkansas School District students in achieving success in their academic efforts.

QUALIFICATIONS:**Education/Certification:**

Bachelor's degree; Master's degree preferred
Valid Arkansas educator license

Special Knowledge/Skills:

Basic knowledge of Advanced Placement (AP), Arkansas Advanced Initiative for Math and Science (AAIMS), and educational reporting
Ability to use computer and software such as word processing, spreadsheets, and databases
Strong organizational, communication, and interpersonal skills
Ability to communicate with all social and economic levels of the school and community
Ability to follow verbal and written instructions
Ability to interpret regulation, policy, procedures, and data
Patient and calm demeanor with students and others

Experience:

Three of more years of classroom teaching experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Demonstrate relentless commitment to academic achievement of all students.
2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.

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4. Communicate and promote expectation for high-level performance from students; hold students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Follow board policies and administrative rules and regulations.
7. Demonstrate knowledge of parental involvement; stay abreast of new trends and developments.
8. Assume responsibility and perform duties as AP coordinator as described by College Board for AP coordinator position.
9. Gather, analyze, and report all Title I and OCR data pertaining to AP and ACT testing for state, AAIMS, and U. S. Department of Education.
10. Promote student AP enrollment in communications with staff, parents, and students.
11. Serve as liaison with administration and school leadership to align school goals, program objectives, and community services and resources.
12. Develop programs and activities designed to engage families and the community in order to improve student achievement; plan these in collaboration with an action team of families, staff, parent organizations, business-community partners, and community members.
13. Communicate parent suggestions, requests, needs, and/or concerns to administration.
14. Assist teachers/staff, families, and community partners develop strong partnerships and enhance communication between parents/families and school staff.
15. Work closely with the principal to develop a strategic plan for community development.
16. Develop and nurture key community relationships with and between the school and agencies/community members/partners including local churches, schools, and service providers; build a resource list for staff, parents, and students.
17. In collaboration with administration and school leadership, plan and implement a family/community partnership-friendly school climate.
18. Support administration's efforts to effectively engage all stakeholders to align with goals set by school leadership; work with the principal to communicate priorities and goals of

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- the school, while engaging and developing parent and community leadership in the decision-making process.
19. Develop and facilitate a campus parent involvement plan.
 20. Provide information, advice, content and recommendations for community engagement activities to administration and school leadership to advance public relations, visibility, and school outcomes.
 21. Create, promote, maintain, and supervise a campus parent center that is available to the public; provide relevant campus information for parent center.
 22. Recruit and supervise campus volunteers; provide leadership for retention of volunteers; place volunteers in campus area(s) of need.
 23. Create, publish, maintain, and distribute communication of campus student and family activities and events.
 24. Coordinate, communicate, facilitate, and attend all campus student and family activities and events; maintain records of campus events and volunteers.
 25. Compile and submit monthly report to supervisor; assist with campus public relations communication(s).
 26. Serve as liaison to the campus PTO/VIPS.
 27. Develop customer satisfaction protocols for greeting parents and community partners in the building or over the phone to make the physical climate of the school inviting.
 28. Develop and cultivate community outreach through presentations for new and existing engagement opportunities; work with principals and teachers to maintain accurate data on volunteers, community programs, and parent engagement initiatives and outreach.
 29. Assist staff to coordinate student, parent and community involvement activities and services with other agencies and organizations.
 30. Assist staff to develop skills in how to reach parents and community members and other agencies and organizations.
 31. Serve as a resource to parents and community members regarding community agencies, events, and activities.
 32. Demonstrate a willingness to examine and implement change necessary to produce efficient and effective systems.

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33. Conduct preliminary and annual assessment/survey to measure growth towards identified goals and develop a report to share results with school, families, and community.
34. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the campus principal.
35. Be a positive role model for students and support the mission of the school district.
36. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
37. Maintain a professional relationship with colleagues, students, parents, and community members to establish a positive learning environment.
38. Use effective communication skills to present information accurately and clearly.
39. Compile, maintain, and file all reports, records, and other documents required.
40. Attend and participate in faculty meetings and serve on staff committees as required.
41. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Reading; ability to communicate effectively (verbal and written), maintain emotional control under stress, maintain a clear focus on customer service; ability to manage others in a non-coercive manner

Physical Demands:

Frequent standing, stooping, bending, pulling and pushing; prolonged use of computer; ability to work with frequent interruptions; repetitive hand motions

Date Approved: June 15, 2010

Last Revised by Administration: February 5, 2018

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The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee

Date

Supervisor

Date