



T U L S A

PUBLIC SCHOOLS

Job Title: Parent Involvement Coordinator

Reports To: Principal/Title I Director (Monthly log signed by principal sent to Title I Director)
Grade: Depends on Highly Qualified Criteria
Number of Days: Varies
Security Access: School Site
Current Date: October 1, 2012
Overtime Status: Non-Exempt

Position Summary: To support families and school in building success and support for every student through consistent daily attendance and high academic expectations. As this is a federally funded position, it is a violation of federal law for the Parent Involvement Facilitator to perform any other function (e.g., registrar, clerk, secretary) while being paid with federal funds.

Minimum Qualifications/Job Requirements:

- Must be “Highly Qualified” as defined in the No Child Left Behind Act of 2001.
- Ability to follow detailed instructions and complete tasks efficiently.
- Possess knowledge of office equipment such as copiers, computers and fax machines.
- Possess good organizational skills.
- Ability to perform various tasks and work with parents, administrators, teachers, other staff and other members of the community
- Ability to work under pressure and be flexible.
- Ability to be responsive to school personnel, parents and other representatives of the community.
- Communicate effectively with parents and the community.
- Familiarity with college admissions and financial aid procedures.

Education: Possess at least two years college training in education or a related field.

Essential Job Functions:

- Access daily attendance in PowerSchool in order to identify students and families with high weekly absenteeism.
- Contact daily families of chronically absent (2 days or more weekly) student families in order to identify problems and strategies needed to eliminate the barrier of absenteeism.
- Develop ongoing relationship with family of chronic absentees contacting them daily if need be to create plan for solution of problem.
- Assist with planning and implementation of community events that include parents.
- Serve as a connection between the home and the school.
- Develop a calendar of activities for parents.
- Facilitate and implement parent involvement programs with Director and Site Facilitators.

- Document and keep the Title I Parent Involvement Binder up to date with all parent involvement activities.
- Assist in planning quarterly workshops (Literacy/Math night).
- Inform parents of student related activities.
- Assist with data collection and project evaluation.
- Attend and facilitate workshops and other functions related to parent involvement activities.
- Share all important school-related issues with parents.
- Assist the school with securing important school documents from parents
- Encourage parents to become more involved in school activities by: Joining PCAC,PTO or PTA
- Serving on school planning committees
- Preparing refreshments for parents activities
- Soliciting parent volunteers for field trips, meetings and other special events
- Chaperone student excursions.
- Other related duties as assigned.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.