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TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Coordinator of Parent Involvement/Homeless Education

Reports to: Executive Director, Title I
Department: Federal Programs
Number of Days: 12 Month
Compensation: EL-2
Overtime Status: Exempt
Date Job Revised: May 27, 2009

Position Summary: Under the general guidance from the Executive Director of Title I work in a team oriented environment to monitor program implementation and provide technical assistance to support the requirements of the TPS Programs to educate homeless students. The coordinator of parent involvement/homeless education will be responsible for developing and implementing a parent involvement plan of action, inclusive of activities and procedures. Parents will be involved in the development of such plan. The parent component must be integrated into the District's overall plan for achieving high standards for all students. This position also includes providing professional leadership with district wide Title I events and enrichment/ extended year programs.

Qualifications/Job Requirements:

Education:

- Bachelor's degree

Specialized Knowledge, Licenses, etc:

- Bilingual
- Oklahoma teacher's certificate

Experience:

- Five years of teaching experience

Specific Training/Skills:

- Experience working with persons with diverse cultures and economic backgrounds.
- Strong organizational, communication and interpersonal skills
- Knowledge of school district and community resources.
- Ability to conduct staff development and community education regarding homelessness and parent involvement.
- Coordinate services and reports in a timely manner for Homeless Education and Parent Involvement
- Knowledge of program management, monitoring and evaluation.
- Ability to work with parents, administrators, teachers, other staff and members of the community.
- Knowledge of Federal regulations relative to Title I programs.
- Ability to operate various office computers, fax machines and copiers.
- Ability to be flexible and perform multi task successfully.

Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Customer Contacts:

- Internal: Principals, parent facilitators, site homeless liaisons, registrars, counselors, students, faculty.
- External: Oklahoma State Department of Education, local and state social service agencies, parents, tutors.

Duties and Responsibilities:

1. Ensure that children and youth in homeless situations are identified and served through coordinating activities with other local entities agencies and TPS staff.
2. Ensure children and youth in homeless situations enroll and have full and equal opportunity to succeed in school.
3. Coordinate with transportation and child nutrition personnel to arrange for services for homeless children and youth. Facilitate enrollment for homeless children and coordinate with schools.
4. Ensure that families, children and youth in homeless situation receive educational services and social services for which they are eligible and referral to health, mental health, dental and other appropriate services.
5. Ensure that parents and guardians in homeless situations are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children.
6. Enrollment disputes are mediated in accordance with the Enrollment Disputes section of the McKinney Vento Homeless Assistance Act.
7. Coordinate with state homeless coordinators, community and school personnel responsible for the provision of education and related services to children and youth in homeless situations.
8. Serve as the District's Homeless Liaison to effectively implement the McKinney-Vento Act that serves 3,000 TPS students.
9. Attend professional meetings and professional development related to homelessness, parent involvement and other federal programs.
10. Collaborate with other staff in facilitating program advisory committee to assure proper representation of the federal programs.
11. Coordinate parent involvement strategies with other programs that are focused on high achievement.
12. Advice and give technical assistance to parent facilitators on all Title I procedures.
13. Coordinate meetings and training for parent facilitators on how to work with parents and other programs that are focused on high achievement.
14. Provide assistance to schools in planning and implementing strong parent involvement programs, activities and procedures.
15. Provide parents with information regarding the Title I program.
16. Provide training to help parents work with their children to improve achievement.
17. Describe the school responsibility for instruction and parent responsibility for support.
18. Provide for ongoing communication between teacher and parent.
19. Identify barriers to greater parent participation.
20. Provide school information to parents in the home language.
21. Ensure for an Annual Title I meeting, appropriate distribution of the Parents Right to Know Act and parent student/ teacher compact.
22. Involve parents in the development of a written parent involvement plan and evaluate annually.
23. Coordinate Supplemental Educational Services for Title I schools in need of improvement.