



Little Rock School District

JOB DESCRIPTION

Position Title: Parent Coordinator/Liaison- Bilingual

Prepared Date: 12/02/2021

JOB GOAL:

To aid and support academic success of students by providing improved participation of parents/guardians.

TERMS OF EMPLOYMENT:

Ten (10) month (200 days) contract, Pay 802 Grade 03, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

SPECIAL NOTE: This position is reviewed *annually* and is contingent upon grant funding

QUALIFICATIONS:

1. Minimum of five (5) years job experience in public or private sector. BA degree preferred.
2. Must be multilingual (Spanish included) (must demonstrate written and oral proficiency at interview).
3. Must display knowledge of basic computer skills (Word Processing).
4. Sensitivity to language and cultural differences.
5. Excellent communication and social skills.
6. Demonstrates a strong understanding of working with children and adults.
7. Commitment to the importance of confidentiality of records.
8. Evidence of a strong commitment to quality desegregated education.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assists in organizing school parent meetings.
2. Assists in encouraging parent participation in school activities.
3. Assists with parent training of Title I activities.
4. Assists in arranging on-site students/teacher/parent meetings.
5. Assists parents in becoming knowledgeable about school assessment practices and procedures.
6. Makes provisions for being available to serve as a liaison among counselor(s), classroom teacher(s) and social worker.
7. Conducts home visits when necessary.
8. Maintains the parent center.
9. Assists parents of ESL students in acquiring and understanding District/school policies, practices and procedures.



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10. Assists in developing the School Improvement Plan. (SIP).
11. Strives to maintain and improve professional competence.
12. Performs all other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.