



Pickens County Board of Education Job Descriptions

PARENT AND COMMUNITY INVOLVEMENT COORDINATOR

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Superintendent and Federal Programs Director

QUALIFICATIONS:

1. A degree in social services or related field from an accredited institution is desirable.
2. High School Diploma and/or Graduate Equivalence Diploma (GED) and experience in community services are minimum requirements.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Assure that programs are in accordance with federal, state, and local laws, guidelines, and policies.
- Develop and maintain required parent involvement policies and plans.
- Provide leadership in the implementation of parent and community programs to support student achievement.
- Coordinates Launch Pads for Literacy Program.
- Collaborate with system administration to assure that the parent and community involvement program is aligned with the instructional goals of the system.
- Write grants, applications, contracts, and perform other financial duties related to parent and community involvement.
- Provide training for parents and other community members when appropriate to the needs of the program.
- Work with school staff to build capacity for parent and community involvement in schools.
- Maintain documentation as evidence of program implementation and make it available for formative and summative evaluation purposes.
- Serve as a member of the system leadership team.

- Work cooperatively with the social services staff and court system to assure that parent involvement activities meet the needs of our most challenged community members.
- Purchase and maintain materials, supplies, and equipment necessary for program implementation.
- Review current research, maintain professional memberships, and attend appropriate conferences, seminars, and related staff-development to assure program quality.
- Supervise program workers employed through contracted services.
- Uphold and communicate safety and ethics standards in the implementation of parent and community involvement programs.
- Increase graduation rate and decrease the drop-out rate.
- Provide case management to at-risk children by site work and/or home visits to promote family engagement in education; provide information on how parents can help their children succeed and link families to community resources; build relationships to cooperatively address such issues as drugs and truancy
- Gather and submit documentation to CIS Coordinator for reimbursement for services.
- Identify risk factors and specific services needed.
- Establish the comprehensive case file.
- Locate service providers and make necessary linkages to assure the receipt of services identified in the case plan.
- Monitor the client plan and service providers to determine that services received are adequate to meet the client's needs.
- Reassess the child periodically to determine if changes are needed in the Individual Service Plan to achieve intended outcomes or to address changes in circumstances or crisis.
- Meet on a regular basis with the supervisory support team.
- Maintain an individual record on each participant.
- Document all assessments, reassessments, linkages, appointments, and outcomes of those appointments.
- Secure and maintain records for six years.
- Work with Attendance Support Team Truancy Officer on collecting and compiling data for evaluation purposes.
- Participate regularly in Pickens County Connection activities.
- Serve as school representative on Youth Leadership Committee
- Perform all professional duties as assigned.