



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Parent/School/Community Specialist Liaison
Payroll/Personnel Type:	11 Month
Reports to:	Executive Director for School Improvement

Position Summary:

The Parent/School/Community Specialist Liaison perform duties in providing support to the Parent/School/Community Specialists in improving student attendance and developing strong, collaborative relationships with parents and families. The Parent/School/Community Specialist Liaison will also serve as an integral member of the State and Federal Program Office team in ensuring all district, state and federal mandates and policies related to parental and community involvement.

Essential Functions:

- Serve as an active, collaborative member of the State and Federal program team to ensure all Title I mandate and requirements related to parent and community involvement are met.
- Provide/facilitate training to Parent/School/Community Specialists in all aspects within that job description and all district and Title I requirements regarding parental notification and involvement.
- Design comprehensive training program and modules for use by and with Parent/School/Community Specialists.
- Monitor progress toward goals for Parent/School/Community Specialists and report data to immediate supervisor and others as designated on a monthly basis.
- Provide individual and group support as needed to Parent/School/Community Specialists in meeting all goals and responsibilities outlined in their job description.
- Ensure parent notification at the district level occurs as required by Title I mandates including but not limited to School CHOICE.
- Initiate and facilitate district level parent advisory group to ensure compliance with all Title I notification and involvement.
- Design and implement effective data collection processes for Parent/School/Community Specialists.
- Develop and distribute quarterly district level parent newsletter.
- Remain current in knowledge of Title I legislation and mandates related to all aspects
- Perform related shipping and receiving tasks.
- Maintain inventory-tracking database.
- Troubleshoot and resolve problems with the Technology Services' phone system.
- Perform related duties or special projects.

Experience:

- Requires a minimum of two years' experience installing and troubleshooting computer or telecommunication hardware, software and networks and a minimum of one year of instructor experience in order to gain sufficient knowledge to perform the requirements of the position.



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Education:

- High school education or equivalent plus additional broad specialized training equal to two years if college specializing in computer hardware, software or networking.

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions.
- Ability to interpret instructions furnished in written or oral form.
- Ability to effectively work and interact with others.
- Ability to instruct a variety of skill levels on how to use computer hardware, software, network and peripherals.
- Ability to understand hardware and software problems as explained by the user and effectively communicates with the user to resolve the problem.

Physical Requirements:

- Must be physically able to operate a motor vehicle.
- Sitting, walking, standing, stooping or crouching, reaching, pushing, grasping, and talking.
- Clarity of vision at 20 inches or less and 20 feet or more, with the ability to judge distance and space relationships.
- Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects.
- Light Work usually requires walking or standing to a significant degree.

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment.
- Daily travel to variety of St. Louis Public School sites.
- Very limited or no exposure to physical risk.

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources

Date



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.