



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

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|---------------------------------------|---|
| <b><i>Position Title:</i></b>         | Family/Parent Resource Cluster Specialist       |
| <b><i>Payroll/Personnel Type:</i></b> | Twelve (12) Months                              |
| <b><i>Reports to:</i></b>             | District-wide Family/Parent Resource Specialist |

**Position Summary:**

The Family/Parent Resource Cluster Specialist will provide information, opportunities and services to parents within their assigned cluster

**Working Relationship with:**

- Parents in clusters
- Educational officers
- Principals
- Teachers
- Local Agencies
- Volunteers

**Essential Functions:**

- Conduct needs assessment of parents within the cluster.
- Provide information and referrals to parents to address identified needs.
- Conduct public forums and assemblies for parents.
- Coordinate parent related activities such as social, educational and parenting services.
- Coordinate and manage the development and implementation of outreach activities including workshops and public forums for parent engagement and empowerment.
- Monitor the Center's budget and provide fiscal management,
- Oversee, supervise, and manage staff.
- Actively participate in all parent services related meetings and activities.
- Perform outreach activities to recruit parents and promote services offered.
- Convenes regular parent meetings and events around topics of key concerns to parents.
- Works with the school parent associations.
- Maintains ongoing contact with community organizations that are involved with providing services to the school's educational programs.
- Organizes back to school and other events to increase parental and community involvement and creates a welcoming school environment to parents.
- Performs other duties as assigned

**Experience:**

- Associate's Degree preferred

**Education:**

- Three years of parent involvement experience required.
- Ability to communicate effectively with parents, SLPS staff and community partners.
- Willingness to work a flexible schedule including some evenings and weekends.



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**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree
- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- 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  |                      |       |

***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.***