

EMPLOYEE NAME: _____

Revised:10/07;9/09; 8/12;10/12; 7/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Parent Facilitator, Certified, Title I	JOB CODE: 413A
DIVISION: Academic/Teaching & Learning	SALARY SCHEDULE: Teacher
DEPARTMENT: Community Engagement & Title I	WORK DAYS: 188
REPORTS TO: Principal/Supervisor, Title I	PAY GRADE: CIT (4,5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Improves the collaboration between parents, school personnel and community members; increase parent involvement in the educational process of their child; helps close the achievement gap between students in Title I and non-Title I schools; improves the communication among school personnel and non-English speaking parents; assists with the facilitation of School Improvement Plan goals; serves as a liaison between parents and school personnel	

REQUIREMENTS:

1. Educational Level: Bachelor Degree required
2. Certification/License Required: Valid Georgia Teaching Certificate
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works with teachers, parents and administrators to ensure that parents are involved in the education process.
3.	Delivers parent training to support student achievement.
4.	Coordinates and collaborates with supervisors and Title I Academic Coach (if provided) to implement Federal mandated Parent and Family Engagement activities.
5.	Collaborates with school bookkeeper to order materials and supplies that support Parent and Family Engagement activities.
6.	Disseminates information to the school community regarding the Parent and Family Engagement Policy and Compact(s).
7.	Coordinates parent and community volunteers to mentor students.
8.	Collaborates with the social workers, counselors, administrators, teachers and community representatives to identify resources for parents and children.
9.	Collaborates with stakeholders to assist with the revisions of the School Improvement Plan, Parent and Family Engagement Policy and Compact(s) and assist with monitoring the implementation process.
10.	Maintains and submits appropriate Title I documents as requested.
11.	Coordinates/facilitates Federal mandated Parent and Family Engagement activities.
12.	Participates in required Parent and Family Engagement trainings and webinars.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____