

JOB DESCRIPTION

POSITION TITLE: Parent Facilitator, Classified, Title I	JOB CODE: 430F
DIVISION: Academic/Teaching and Learning	SALARY SCHEDULE: Local School Clerical
DEPARTMENT: Community Engagement & Title I	WORKDAYS: 193
REPORTS TO: Principal/Supervisor, Title I	PAY GRADE: Rank III (NC43)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Improves the collaboration between parents, school personnel and community members; increases 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, organizes, and submits all state and federal compliance documentation.	

REQUIREMENTS:

1.	Educational Level: Hold a minimum of a High School diploma or GED equivalent.
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Clear written and oral communication skills, strong organizational skills, competent in the use of Microsoft products including Word, PowerPoint, Excel and Forms.

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.	Collaborates with teachers, parents, and administrators to assist parents in supporting their child's educational experience.
3.	Coordinates and collaborates with supervisors and Title I Academic Coach (if provided) to implement federally required Parent and Family Engagement activities and meetings for parents to support their child academically.
4.	Maintains, organizes, and provides access to a parent resource room (if available) where parents may utilize resources to support their child academically.
5.	Collaborates with CCSD personnel, community members, and partners to coordinate available resources for parents.
6.	Organizes, maintains, and submits all required Title I compliance documentation needed for state and/or federal monitoring.
7.	Makes available all Title I documents, Title I meeting invitations, and parental rights under Title I to the school community.
8.	Participates in required Parent and Family Engagement trainings and webinars.
9.	Implements all required Family Engagement meetings and assists in training parents on resources (such as ParentVue) to provide better access to their child's education.
10.	Creates supplemental opportunities for Title I parents who have limited English proficiency, a disability, or are under-represented due to economic barriers to participate in educational workshops, classes, and activities.
11.	Assists leadership teams by creating an inviting school learning environment for all Title I parent and community members.

12.	Completes correspondence, reports, and presentations using technology including Microsoft Office (Word, Excel, PowerPoint) and other applicable tools.
13.	Performs other duties assigned as it relates to Title I, Part A.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____