

## **PARENT LIAISON**

10 Months

**DISTINGUISHING FEATURES OF THE CLASS:** The School-Based Liaison will work under direct supervision of the Building Principal.

### **ESSENTIAL FUNCTIONS:**

- Assist in the establishment of the school's formal parent organization.
- Recruit and organize parents for special school events.
- Assist in recruiting parents for membership on formal school groups such as School-Based Planning Team (SBPT).
- During September and October, promote the completion of applications for free and reduced lunches.
- In May, assist the Placement Office with District-wide kindergarten recruitment efforts.
- Schedule parent appointments with the school nurse for the completion of the PACE form.
- In March and April, seek potential kindergarten registrations from current school families.
- In September, assist with the registration of new entrants in coordination with the Placement Centers.
- At the direction of the Principal, work with parents to address first warnings of disciplinary issues on school bus.
- Assist with the Schools of Choice process for grade 6 students in November and December by briefing parents and retrieving applications.
- Contact parents to assist with attendance issues throughout the school year.
- Serve as a greeter for parents at arrival and dismissal times.
- Assist in registering students via their parents for special programs such as Extended Day, TeleMed, etc.
- Serve as a member of the School's Emergency Management Team.

### **QUALIFICATIONS:**

- High school graduate, diploma/GED
- Experience in a school-based parent organization or as a school-based parent volunteer