

Please RePost  
August 26, 2019

HAMILTON SCHOOL BOARD  
Notice of Non-Instructional Position Opening

August 26, 2019  
Date

**POSITION** Parent Liaison (7.5 hours, 10 months) Grant Funded

**SALARY RANGE** \$16,248.00 - \$22,718.00

**DUTIES** Per attached job description.

**EXPERIENCE PREFERRED** Knowledge of Exceptional Student Programs, Parent Involvement Programs, English Language Learners Programs and Homeless Education Program. Knowledge of programs and agencies providing services to children and their family.

**EDUCATION PREFERRED** An AA degree or the equivalent or higher degree

**EFFECTIVE DATE OF VACANCY** 2019-20 School Year

**DIRECTION FOR FILING APPLICATION** File application on FastTrack on-line application system at [www.hamiltonfl.com](http://www.hamiltonfl.com).

**DEADLINE FOR FILING APPLICATION** Until Filled

**INTERVIEW INFORMATION** Qualified applicants will be contacted regarding interview information. Meeting qualifications does not guarantee an interview.



Personnel Department

**The Hamilton County School Board is an Equal Opportunity Employer**

**In compliance with Article VII of the Agreement Between the Hamilton County Education Association and the Hamilton County School Board.**

**Prior to recommendation for employment, the prospective employee must meet and pass Level II Screening and Drug Testing requirements. The screening costs are the responsibility of the prospective employee.**

**Persons with disabilities who require assistance to participate in the interview process are requested to notify the personnel Office at (386) 792-7816 in advance so their needs can be accommodated.**

## SCHOOL DISTRICT OF HAMILTON COUNTY

### JOB DESCRIPTION

#### PARENT LIAISON

#### QUALIFICATIONS:

- (1) Graduation from high school or an equivalent recognized certificate.
- (2) Completion of sixty (60) semester hours of college-level coursework, A.A. Degree or meet Highly Qualified Paraprofessional requirement.
- (3) Demonstrated evidence of having successfully worked with diverse ethnic groups.
- (4) Working knowledge of social service and civic organizations in Hamilton County School District is desirable.
- (5) Good interpersonal skills

#### KNOWLEDGE, SKILLS AND ABILITIES:

This is varied educational program support work acting as liaison between the district, school, home and/or community to facilitate the implementation and administration of programs such as Title I Parent Involvement. The work is performed under the general supervision of the School Principal, District Office or Program Managers and requires the job incumbent establish effective working relationships with parents, school personnel and the staff of social services, business and civic organizations. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the area of assignment.

#### REPORTS TO:

School Principal, District Office or Program Manager

#### JOB GOAL

To serve as liaison between the district, school, home and/or community

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Assist school-site and district office personnel in planning, implementing, and administering educational support programs and special projects.
- \* (2) Acts as liaison between the district, school, home and community to promote educational support programs and provide an on-going channel of communication for participants, parents and the community.
- \* (3) Assist in conducting parent education workshops, and promotional presentations.
- \* (4) Recruits parent volunteers for parent education activities; conducts home visits as follow-up to parenting workshops or to provide individual assistance relative to home/school problem resolution.
- \* (5) Identifies and assists parents or students in securing the requisites social or support services.

## 39-B

### **PARENT LIAISON (Continued)**

- \* (6) May participate in various advisory group meeting and committees.
- \* (7) Solicits the participation of the local group meeting and committees.
- \* (8) Solicits the participation of the local business community in identifying programs for parent involvement and substance abuse intervention and prevention.
- \* (9) Supports the Migrant and Homeless Programs at the High School.
- \* (10) Performs related work as required or as assigned.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work which requires the following physical activities; balancing, bending, stooping, reaching, sitting, standing, walking, pushing, lifting, finger dexterity, grasping, repetitive motions, talking hearing and visual acuity. The work is primarily performed indoors. Some in-county travel is required.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Supplement No. 39-B**

\*Essential Performance Responsibilities