

Parent/Community Coordinator

MONTGOMERY COUNTY PUBLIC SCHOOLS CLASS DESCRIPTION

OFFICIAL TITLE: Parent/Community Coordinator

CODE: 6500

WORKING TITLE:

GRADE: 17

SUMMARY DESCRIPTION OF CLASSIFICATION: Under direction, performs instructional support work involving parents and the community. Work of the class involves planning, recommending and implementing programs to involve parents and the community in school affairs. Workers identify community needs that can be met using school resources, identify and develop community and other resources for supporting school programs, serve as liaison for parents/children and assist parents in utilizing available community and county services, establish and maintain a school-business relationship, and perform related work requiring the ability to work effectively with parents, community members and others. This is a multi-position classification, and, while duties and responsibilities may vary somewhat from school to school based upon school needs and programs, the level of the assigned work is very similar.

MINIMUM QUALIFICATION STANDARDS

KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of school programs, the school community and organizations, and available community services and resources in Montgomery County. Ability to work effectively with school staff, parents, the community, local organizations, and diverse socioeconomic groups. Ability to develop and implement programs to involve parents and the community in school affairs. Ability to serve as parent advocate. Skill in organizing and working with groups. Excellent oral and written communications and human relations skills. Fluency in a second language preferred for some positions.

EDUCATION, TRAINING, AND EXPERIENCE: Bachelors degree from an accredited college or university. Coursework in education, counseling, or communications desirable. Experience with school and community activities and programs, preferably in a leadership role. Some counseling experience desirable. Other combinations of appropriate education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

CERTIFICATE AND LICENSE REQUIREMENTS: None

PHYSICAL DEMANDS: (Special requirements such as lifting heavy objects and frequent climbing.) Ability to occasionally lift items weighing up to 50 lbs.

SPECIAL REQUIREMENTS: (Frequent overtime or night work required, etc.) Some evening and occasional weekend work may be required.

PAID OVERTIME: No

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Under direction of the principal or designee, initiates, plans, develops, recommends and implements a variety of programs to involve parents and the community in school affairs, such as Artists In Residence: International Festival: parent training workshops; parent fund-raising drives; and chairing parent advisory committees. Identifies community needs that can be met with school resources and recommends action steps. Organizes school clothing, food and other distributions. Explores and develops community and other resources for supporting school activities such as volunteer drivers, guest speakers, and business assistance. Organizes and coordinates a volunteer unit. May research and write grant proposals for funding special projects. Serves as a liaison for parents and school staff. Develops after school training programs for parents. Serves as parent and child advocate. Assists parents in such matters as procedures for exploring special school programs for their children, understanding MCPS policies and procedures, appeal rights, availability of community programs and assistance, and parent participation in student and school activities. Meets with parents at school and home to discuss school-related problems and recommend solutions/actions. Coordinates publication of parent and PTA newsletters, serves on PTA Executive Board, and staffs parent/student resource room, as assigned. Plans and may coordinate, a variety of parent meetings and family activities such as book fairs, back to school night, family storytelling workshops, etc. Performs related work as assigned.

