

Killeen Independent School District Job Description

Job Title: Parenting and At Risk Specialist
Reports To: Director of Federal and State Programs
FLSA Status: Exempt

SUMMARY

Assists in the implementation and management of district federal and state programs with an emphasis on Parenting and At Risk. Aids in keeping the Title I and At Risk programs a viable part of the educational process.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Serves as a resource to district and campus personnel in understanding and meeting requirements of the Every Student Succeeds Act (ESSA) and At Risk programs.

Assists campuses, particularly those served under Title I, Part A, with the development and implementation of parent and family engagement programs that promote positive home-school relationships and build parent capacity to increase student achievement.

Provides opportunities for parent education and assists with district-wide, on-going program presentations and outreach to parents, families and community members.

Establishes and maintains community partnerships that enhance the parenting program, enrich the community, and support student achievement.

Coordinates parenting curriculum initiatives and assists campuses with parent resource materials.

Coordinates summer early literacy and extended learning programs; serves as a resource for campus early literacy initiatives.

Provides on-going training and support to parent liaisons/parent program contacts; serves as the point of contact for campus administrators in regard to parent liaisons/parent program contacts.

Coordinates the annual review/revision and evaluation of the District Parent and Family Engagement policy, the establishment of a parent advisory group, and the planning and scheduling of campus awareness sessions on the importance of parental involvement.

Develops and disseminates information on volunteering, parental engagement opportunities, and the rights of parents of students at Title I schools.

Coordinates the publication and distribution of the parenting newsletter in English, Spanish, and other languages as appropriate.

Ensures that useful and relevant parenting information is accessible through the district website.

Coordinates parent and family engagement activities for Private/Non-Profit schools served by Title I, Part A.

Coordinates and implements the district volunteer programs to include the training of campus volunteer coordinators, maintaining district records of volunteer hours, ensuring each volunteer has completed a security background check, and organizing a volunteer appreciation/recognition event.

Assists in the identification of At Risk students based on the state indicators and local criteria, including students in foster care and students experiencing homelessness.

Assists in the planning, delivery, and monitoring of appropriate services to At Risk students, including students in foster care and students experiencing homelessness.

Monitors elements of the At Risk program to ensure compliance and fidelity of implementation.

Remains current and knowledgeable of federal, state and local policies, procedures, and compliance issues related to the administration of federal and state programs by attending relevant professional development opportunities.

Coordinates and conducts training related to areas of assigned responsibility.

Maintains records, prepares reports and collaborates with the Director of Federal and State Programs for program efficiency.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Master's degree and five years of classroom teaching experience preferably in elementary grades.

CERTIFICATES, LICENSES, REGISTRATIONS

Teaching certificate required. Elementary teaching certificate (grades EC-4, EC-6, PK-3, PK-6, or PK-8) and Principal Certificate preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of administrators, employees, parents, students and general public groups.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, statistical inference, and advanced statistical theory. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Ability to use a personal computer and related software packages.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend,

stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close-up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: June 30, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.