

## **Killeen Independent School District Job Description**

**Job Title:** Parenting Specialist  
**Reports To:** Coordinator for State and Federal Programs  
**FLSA Status:** Exempt

### **SUMMARY**

Coordinates communication and activities among the Title I teachers, parents and schools; aids in keeping the Title I program a viable part of the educational process; to coordinate a strong parenting and family engagement program that encourages positive relationships between school, parents and the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Promotes and participates in community and school partnership organizations such as Fort Hood Relocation Readiness Taskforce and the District Council of PTA's; serves as the district representative on the District Council of PTA's assisting to coordinate and promote district PTA events.

Coordinates parenting curriculum initiatives such as, but not limited to, Practical Parent Education and For Kid's Sake.

Assists with district-wide, on-going program presentations and outreach to parents such as, but not limited to, Parent Academy Workshops and the Parental Involvement Symposium,

Provides opportunities for parent education/involvement to enhance the awareness and appreciation for the cultural diversity of KISD.

Assists campuses with parent resource materials and the early literacy initiatives.

Coordinates parental involvement activities for Private/Non-Profit schools served by Title I, Part A.

Assists Title I principals and principals of non-Title I schools or designee with implementation of parental involvement activities/community involvement goals to promote positive parent-school relationships; serves as the point of contact for campus administrators in regard to parent liaisons/campus parent contacts, parents and community.

Plans, in conjunction with the district's professional development office, workshops/trainings/briefings for parents, campus parent liaisons/campus parent contacts, school/district staff and community agencies about methods and materials appropriate for improving parental involvement.

Assists with district and campus programs designed to enhance personal excellence of students and their parents through annual events.

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

Develops informational brochures on volunteering, parental involvement opportunities, and the rights of parents of students at Title I schools.

Maintains an awareness of the Board's policies and regulations, state mandated policies, and federal guidelines to ensure that the Title I Parental Involvement Program remains in compliance with all guidelines to include the coordination of the annual review/revision and evaluation of the District Written Parent Involvement policy, the establishment of a parent advisory group, and the planning and scheduling of campus awareness sessions on the importance of parental involvement.

Supports and facilitates the efforts of the Title I and Bilingual Education parent liaisons as well as the parent involvement contacts at campuses that do not have a parent liaison.

Stays informed on current research/trends/requirements in parenting and community partnerships by attending workshops and conferences.

Coordinates the publication/distribution of the parenting newsletter in English/Spanish/Korean/German/Vietnamese.

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

Maintains records, prepares reports and collaborates with the Coordinator for State and Federal 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**

Elementary teaching certificate (grades EC-4, EC-6, PK-3, PK-6, or PK-8) required 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:** October 30, 2018

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.