

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2010

SECTION I: GENERAL INFORMATION

Position Title: Greenvale Park Parent Liaison	Department:
Immediate Supervisor's Position Title: Greenvale Park Elementary Principal	FLSA Status: Non-Exempt
Band/Grade/Subgrade:	Bargaining Unit: Other Staff
Job Summary: The Greenvale Park Parent Liaison is responsible for gathering data about parent involvement, facilitating parent engagement in building level activities, coordinating activities that foster that parent engagement, and chairing the Child Parent Involvement Committee.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Develop, plan, and initiate activities to promote parent involvement at Greenvale Park Elementary.
Percent of Time:	50%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Conduct annual survey of parents and staff to establish the scope of activities • Present information to PTO • Communicate and advertise school activities to parents via print and electronic means • Manage the implementation of school-parent activities 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Chair the Child Parent Involvement Committee
Percent of Time:	50%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Recruit members for the committee • Set the meeting schedule for the committee • Create agendas for the committee meetings • Facilitate the committee meetings • Use survey data with committee to establish school-parent activities 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	High School Diploma		
x	High school diploma or GED.	Major field of study or degree emphasis:		
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			
	2nd year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
	Doctorate level			
<ul style="list-style-type: none"> • Organizational skills • Planning skills • Supervision skills (students, volunteers, and guests) • Verbal and written communication skills • Basic productivity software 				
Required Work Experience in Addition to Formal Education/Training: Prior experience working or volunteering in a K-12 or comparable environment preferred.				
Required Supervisory Experience:				

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Organization, communication, planning and coordinating events. Ability to work creatively with a team to adapt to the school year calendar and seasonal duties.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
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	Titles of Positions Directly Supervised	# of Employees
1	-	-
TOTAL		0

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties may include some outdoor activity. Duties of the job may involve some disagreeable human contact or interactions.
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