



FLOYD COUNTY BOARD OF EDUCATION
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William Newsome, Jr., Vice-Chair - District 3
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Dr. Chandra Varia, Member- District 2
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Action/Discussion Item: Proposal to approve the title of position of Parent Involvement Liaison.

Applicable Statutes or Regulations: BOE Policy 0.11 Powers and Duties of the Local Board of Education.

Background and major Policy Implications: Currently, there is an Account Clerk at the central office whose work aligns to the accompanying job description. By changing the title, her salary could be paid from Title Funds. This change would also help emphasis a focus on partnership with our families and stakeholders.

Fiscal Budgetary Impact: No salary change regarding amount, only funding source.


Alternatives: None proposed.

Recommended Action: To approve the position of Parent Involvement Liaison.

Contact Person: Angela Duncan, Executive Officer of Operations
606.886.4525

Date: June 18, 2019


Superintendent


Administrator



FLOYD COUNTY SCHOOLS

Classified Job Description

TITLE:	Parent Involvement Liaison
QUALIFICATIONS:	High school diploma or G.E.D. Successful secretarial experience preferred.
REPORTS TO:	Director
JOB GOAL:	Works with parents, teachers, principals and Family Resource Center Directors to build a better partnership between home and school.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules.
EVALUATION:	Performance will be evaluated in accordance with provisions of the district evaluation plan.

PERFORMANCE RESPONSIBILITIES:

- Organizes workshops for parents in specific areas of interest to enable them to be more proficient in helping their children in the home.
- Assists directors in organizing volunteer groups.
- Collaborates and coordinates with Family Resource Centers.
- Maintains records of all activities, meetings, projects, and workshops and insures that the designated contact at each school receives a copy.
- Encourages and promotes ongoing parent involvement programs by working with the community education liaison.
- Develops and maintains all forms necessary in managing the program.
- Works with district administrators to coordinate workshops and activities for parents at their local school(s) and/or district on a regular basis.
- Provides technical assistance relating to parental involvement as needed locally or at the district level.
- Attends all local meetings and trainings of Parent Involvement Coordinators.
- Shares ideas and experiences with school or district staff, leadership team and/or other parent professionals.
- Ability to host parent meetings off school sites and in the local community and/or Neighborhoods.
- Ability to work flexible hours including some evenings and weekends as needed.
- Researches and compiles information and computes statistical data for federal, state and district reports and special projects as assigned.
- Reviews or prepares a variety of materials and documents; prepares purchase orders and orders supplies and materials.
- Performs other related duties as assigned.