



Park Hill School District

Position Description

POSITION TITLE:	Title I Parent Educator
F.L.S.A.	Exempt
QUALIFICATIONS:	Preferred teaching certification or Social Work certification according to the state of Missouri; will consider candidate with 60 college hours with relevant work history
REPORTS TO:	Building Principal
TERMS OF EMPLOYMENT:	Based on Title I Funding
Job Goal:	To provide the strategies and support dedicated to maintaining a link between home and school for Title I families' success.

Key Functions:

The Role of the Title I Parent Educator:

1. Communicates and assists in implementing the District and building reading support plans through parent involvement
2. Maintains an accurate log of parent contact time and activities that support the school's reading support plan
3. Collaborates with classroom teachers, building reading specialist, Title I parents, and building principal to identify and implement specific workshops/events that show parents how to help their children with homework, standardized tests, reading, math, social studies and science and other appropriate topics.
4. Works with Title I families to become actively engaged in the education of their children.
5. Involves parents in volunteering at school and participating in school activities.
6. Works with administrators and instructional staff to identify the resource and educational needs of the Title I parents to support reading in the home.



Other Key Functions:

1. Contacts Title I parents to remind them about conferences and parent involvement activities.
2. Serves on the Title I Parent Advisory Committee
3. Helps develop and distribute the yearly Title I parent survey
4. Helps review and evaluate Title I Parent Involvement Policy
5. Exhibits dependability in assigned duties.
6. Displays appropriate personal and professional traits that exhibit a positive role model for students and parents.
7. Establishes and maintains a good rapport with students, school staff, families and the community.