

The Leona Group, L.L.C

Job Description

Job Title: Parent Liaison

Department: School

SUMMARY

Promote parent and student involvement both academically and personally. Develop relationships with parents and students,. Ensure open, consistent, and relevant communication with parents, students, teachers, school staff, and administrators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Keep parents involved with their students' progress academically by informing them about grades, attendance, and testing.
- Inform parents about their students' involvement in school activities.
- Ensure open and effective communication with parents and students, thereby lowering stress levels on campus and at home.
- Assist parents and students in finding resources and programs for home and personal care.
- Provide bilingual assistance, as needed.
- Build relationships through confidence and trust with parents, students, and school administration.
- Create partnerships with the local business community.

REQUIRED QUALIFICATIONS

- Good general reading, writing and math skills.
- High school diploma or GED
- Demonstrated commitment to young people's learning success and achievement.
- Evidence of successful experience in working cooperatively with parents, students, and school personnel.
- Able to manage multiple projects.

Starting salary \$10.00 per hour or higher depending upon experience.