

## Middletown, CT Job Description

<b>Classification Title</b>	Parent Resource Coordinator
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### PURPOSE OF POSITION

Plans, coordinates, organizes and strengthens parent and community involvement in the Middletown Public Schools. ~~Position works to~~ engage families and community members in ~~involve parents in activities relating to both~~ academic, ~~and social~~ and civic events in individual schools ~~or system and district-wide~~. ~~Position reports to the Associate Superintendent for Curriculum/Instruction.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Promotes school/community relations.~~ Supervises, manages, evaluates and coordinates Parent Leadership programs and staff. Arranges, conducts and presents workshops and conferences. Prepares grant proposals and budgets. Oversees and evaluates programs and staff.
- ~~Identifies, recommend and coordinate~~ coordinates community and human resources for each individual school. Plans, facilitates, presents, proposes and evaluates various programs to support schools and families. Develops goals around parent and community involvement for student success.
- ~~Coordinates and recruits for parent workshops and nurturing program.~~ Coordinates all volunteers along with planning and supervising family outreach workers. Participates in School District Climate Committee to ensure students and adults value and demonstrate personal responsibility, character, cultural understanding and ethical behavior.
- ~~Design, recruit and maintain parent leadership training programs.~~ Supports summer reading and literacy initiatives. Coordinates bookmobile, which includes collection, sorting and distribution of books. Coordinates and supervises volunteer staff.
- Serves as liaison to various school/community organizations. Serves on school and community boards and committees to establish working relationships with parents,

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~~schools, community and business leaders, service providers, funders and elected leaders. Attends meetings of groups in an effort to recruit volunteers and offer planning for involvement.~~

- ~~• Serves as a contact person for parents including attendance and participation in evening workshops. Monitors legislative activity for schools and community.~~
- ~~• Plans, presents and propose various programs for the school system. Serves as a clearinghouse for all public agencies, which serve the needs of families and disseminate the information throughout the community.~~
- ~~• Prepares and assists in grant proposal requests.~~
- ~~• Prepares program budget.~~
- ~~• Public Relations coordinator for all parent involvement programs and events. Prepares and analyze parent surveys.~~
- ~~• Supervises part time staff.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

~~An Associates Degree in Public Relations, Public Administration or a closely related field and two years of experience in arranging and conducting workshops/conferences or any combination of education and experience that provides equivalent knowledge, skills and abilities. Bachelor's degree in Community Organizing, Public Relations, Communications, Project Management or Administration and experience in coordinating, presenting, arranging or conducting events and working in an educational setting or with community groups.~~

~~Appropriate education substitutions can be made.~~

#### PREFERRED QUALIFICATIONS

None.

#### KNOWLEDGE, SKILLS, and ABILITIES

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- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~ Ability to prepare and analyze data and surveys
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial/budgetary statements, policies, press releases, newsletters, handbooks, web sites and social service manuals.
- ~~Requires the ability to communicate orally and in writing with Central Office staff, Principals, parents, teachers, other City Department Heads and employees, community groups and/or agencies, volunteers, the media and members of the public.~~ Knowledge of community resources, issues and needs
- ~~Requires the ability to perform addition, subtraction, multiplication and division, calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions

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- Ability to Pperform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Eexercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and~~

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~~other office machines, a vehicle and/or related materials used in performing essential functions.~~

- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **WORKING CONDITIONS**

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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