



## **JOB DESCRIPTION**

**TITLE:** PARENT COORDINATOR (NON-CERTIFIED) - 12 MONTHS

### **QUALIFICATIONS:**

- High School Diploma and/or GED equivalent.
- Knowledge and demonstrated performance in computer skills, typing, and google suite is preferred.
- Ability to follow and successfully complete both oral and written direction.
- Productive relationship building skills with students, staff, parents and community.
- Possess sound emotional judgment with the ability to work with people of various personality types.
- Successful completion of the TQII (Training Qualified Interpreters for IEP meetings) certification prior to hire or within the first 6 months of employment.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Ability to fluently speak, read, and write in English and Spanish.

**JOB GOAL:** Perform a variety of general office and family support functions under the supervision of the Assistant Superintendent of Student Services.

**REPORTS TO:** Assistant Superintendent of Student Services

**SUPERVISES:** N/A

### **PERFORMANCE RESPONSIBILITIES:**

#### **School Building Support:**

- Works with students, teachers, administration and families to assist in translating during IEP meetings, parent/teacher conferences or other meetings.
- Maintains confidentiality of all information concerning students, staff or parent/guardian in any public setting and chooses the appropriate time, place and supervisor to discuss problems.
- Works with parent groups in providing needed assistance.
- Performs those duties and tasks as may be appropriate for the smooth and efficient operation of the school.
- Supports the Bilingual Parent Advisory Committee (BPAC) initiatives.
- Supports numerous drives that impact the greater Mundelein community through organization, collection of candidate names and facilitating various elements of the drives (ie; backpack, holiday, food donations, etc...).
- Assist with Welcome Center parent/staff appointments throughout the whole year.
- Collaborates with the other Parent Coordinators/Liaisons from partner districts 73, 76 and 120.

**District Office Support (Winter/Spring/Summer Breaks):**

- Answers main district telephone and assists callers as necessary.
- Welcomes visitors at the main entrance and assists them to the Administration building.
- Assist parents with the registration process.
- Help coordinate Extended School Year transportation.
- Interpret for ECAT evaluation meetings in the summer as needed.
- Assist in translating documents and proofreading for accuracy.
- Assist at the Welcome Center to organize donations.
- Other duties as assigned.

**TECHNICAL SKILLS:**

The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, kneel, crouch, stoop, reach, twist, and lift 25 pounds.

**TRAVEL REQUIREMENTS:**

The individual will need to provide own transportation to district and professional meetings as required.

**OTHER SKILLS AND ABILITIES:**

Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

**ADDITIONAL DUTIES:** Performs other related tasks and/or duties as assigned by the administration.

**COMMITTEE ASSIGNMENTS:** *TBD*

**TERMS OF EMPLOYMENT:** 12 month position; must pass a criminal background check and a physical are required.

**SALARY:** Commensurate with education, experience and Spanish/English language proficiency skills.

**FLSA STATUS:** Non-Exempt

**PERFORMANCE EVALUATION:** Performance will be evaluated pursuant to Board policy.