

CHEYENNE RIVER SIOUX TRIBE  
TITLE I PROGRAM  
PARENT INVOLVEMENT COORDINATOR

DESCRIPTION OF WORK

General Statement of Duties: The overall goals of the Parent Involvement Coordinator will be to increase parent accessibility to the school, coordinate and promote parental involvement for their children's/student's academic success in all school activities and improve all aspects of education through family engagement and support.

Supervision Received: Works under the immediate supervision of the C-EB School Building Principal who makes assignments, set priorities, and keeps incumbent informed of changes in policies and school program through general directives. Also, works under the general supervision of the Title I Director.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Create a yearly calendar with monthly activities for the school year with the Building Principal.

Work with all principals, teachers, counselors, and school staff in promoting parent involvement.

Will be assigned to areas designated by Title I Director and will support all K-12 areas.

Facilitates parent training sessions, as needed to areas

Organizes monthly parent nights that will empower families to assist their children in achieving success in school.

Encourages parent volunteers, community members, and ways for businesses to promote student achievement.

Conducts parent contacts and home visits when necessary to encourage participation in their children's school activities, and disburse information and awards to parents.

Initiates telephone and/or written contacts to parents, legal guardians, and grandparents.

Disseminates staff resource materials to motivate new ideas for family engagement.

Maintains a weekly log and submit a monthly report to the Title I Director.

Operates and maintains the Braves Store in assigned area.

All other job related duties as assigned by the Building Principal and Title I Director.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Ability to communicate effectively verbally and in writing. Ability to follow written and verbal instructions. Ability to establish and maintain effective working relationships with parents, school employees, other agencies, departments and the community. Willingness adhere to established policies and professional standards, particularly in the areas of accuracy and timelines. Professional behavior, especially in the area of confidentiality, is required. Must be able to operate a computer and use computer programs. Must have private transportation available to perform designated duties.

Education: High School Diploma or GED. Associate Degree in related field (or minimum of 48 college credit hours).

Special Requirements: Must practice and maintain strict confidentiality. Must have a valid driver's license, transportation, and insurance (Must attach documents)

Incumbent is subject to the CRST Drug & Alcohol Testing Policy. Must pass pre-employment drug screening and will be subject to random drug screening (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

Physical Demands: Performance of parent involvement activities requires the incumbent to be physically active while conducting various activities, arranging Braves Store, handling equipment, materials and supplies. Must have the ability to lift 50lbs., climb stairs, stand on feet for long periods, visually see documents, and use hands for computers and other equipment. Must have a physical examination (Must state the above abilities; attach document).

Revised Date: August 3, 2016