



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: PARENT LIAISON (PHDS)

QUALIFICATIONS:

- Standard High School diploma, G.E.D. or equivalent

PHYSICAL REQUIREMENTS: Light

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned by Bay District Organizational Structure.

SUPERVISES: As assigned by Bay District Organizational Structure.

PERFORMANCE RESPONSIBILITIES:

1. Contacts other parents via telephone or home visits.
2. Prepares notices, tabulates surveys and monitors feedback.
3. Assists with workshops and meetings.
4. Helps staff with volunteer coordination.
5. Provides additional remedial and enrichment activities for students.
6. Assists with incentive programs (Math, Super Stars, etc.)
7. Develops and maintains school-based parent centers.
8. Assists with materials inventory.
9. Operates school-based machines.
10. Recruits as needed for Pre-K students.
11. Constructs make-and-take instructional games for home study.
12. Coordinates the Take-Home Computer program at site.
13. Arranges transportation for parents to come to school for meetings/conferences.
14. Develops cooperative relationship between parent, school, and community.
15. Performs related work as requested for the efficient functions of the school site.
16. Performs other related duties as assigned by a supervisor or designee.

TERMS OF EMPLOYMENT:

1. Successful completion of State and Federal Background check is required for employment.
2. Ten (10) or twelve (12) months. Pay grade as established by the School Board in current Salary Schedule 3.

EVALUATION: Performance evaluated annually in accordance with School Board Policy.

Shirley Baker

Reviewed by Dept. of Human Resources

APPROVED APR 14 2020

Revision Approved: _____

Adopted by Bay District School Board: July 14, 1994

Bay District Schools is an Equal Opportunity Employer