

TITLE: PARENT LIAISON WORKER

QUALIFICATIONS: An Associate Degree is required. The Parent Liaison Worker should exhibit an interest in working with people, have a pleasant personality, be in good health, be able to attend night meetings and have a successful experience with parents and/or community programs. An automobile is a necessity.

JOB GOALS: Develop and maintain strong contacts between parents and school personnel.

REPORTS TO: Principal

EMPLOYMENT: By contractual agreement between the New Haven Board of Education and the Paraprofessionals' bargaining unit.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on Evaluation of Paraprofessional Personnel.

RESPONSIBILITIES:

- Knowledgeable about matters related to school programs.
- Shares information about school programs with other schools, staff and parents.
- Develops ways in which parents can become specifically involved in general education programs.
- Attends PTO, school meetings and other community meetings pertaining to general school affairs.
- Keeps a log of activities.
- Coordinates workshops, training sessions and develops other forms of communication related to school programs.
- Assists in the prompt handling of problems occurring from communication breakdowns between parents and general staff.
- Provides assistance, as requested, concerning school activities to school administrative staff.