

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

September 2010

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Greenvale Park Parent Liaison	<b>Department:</b>
<b>Immediate Supervisor's Position Title:</b> Greenvale Park Elementary Principal	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> A-1-3	<b>Bargaining Unit:</b> Other Staff
<b>Job Summary:</b> The Greenvale Park Parent Liaison is responsible for gathering data about parent involvement, facilitating parent engagement in building level activities, coordinating activities that foster that parent engagement, and chairing the Child Parent Involvement Committee.	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Develop, plan, and initiate activities to promote parent involvement at Greenvale Park Elementary.
<b>Percent of Time:</b>	50%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Conduct annual survey of parents and staff to establish the scope of activities</li> <li>• Present information to PTO</li> <li>• Communicate and advertise school activities to parents via print and electronic means</li> <li>• Manage the implementation of school-parent activities</li> </ul>		
<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Chair the Child Parent Involvement Committee
<b>Percent of Time:</b>	50%	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Recruit members for the committee</li> <li>• Set the meeting schedule for the committee</li> <li>• Create agendas for the committee meetings</li> <li>• Facilitate the committee meetings</li> <li>• Use survey data with committee to establish school-parent activities</li> </ul>		

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>		
	less than high school diploma	High School Diploma		
x	High school diploma or GED.	<b>Major field of study or degree emphasis:</b>		
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>  <ul style="list-style-type: none"> <li>• Organizational skills</li> <li>• Planning skills</li> <li>• Supervision skills (students, volunteers, and guests)</li> <li>• Verbal and written communication skills</li> <li>• Basic productivity software</li> </ul>
	2nd year graduate level			
	Doctorate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> Prior experience working or volunteering in a K-12 or comparable environment preferred.				
<b>Required Supervisory Experience:</b>				

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Organization, communication, planning and coordinating events. Ability to work creatively with a team to adapt to the school year calendar and seasonal duties.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	-	-
<b>TOTAL</b>		<b>0</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties may include some outdoor activity. Duties of the job may involve some disagreeable human contact or interactions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>			X	
<b>Walk</b>			X	
<b>Sit</b>		X		
<b>Use hands dexterously (use fingers to handle, feel)</b>		X		
<b>Reach with hands and arms</b>		X		
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>	X			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>		X		
<b>up to 25 pounds</b>		X		
<b>up to 50 pounds</b>	X			
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Light Work:</b> Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resource's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**