

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Parent Resource Specialist

Supervisor: Superintendent/Assistant
Superintendent for
Stakeholder Engagement

FLSA Status: Non-Exempt **Employee Group:** Classified

Qualifications:

1. Associate's Degree or higher
2. Experience in working with diverse groups of people
3. Experience working in an educational environment preferred
4. Ability to travel frequently locally and regionally as needed

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Duties and Responsibilities:

1. Establish partnerships with a diverse group of parents.
2. Research concept of the Parent Resource Centers and develop district concept of what the parent resource center program will be.
3. Work with Superintendent/Assistant Superintendent to gather input from the parents.
4. Work with Superintendent/Assistant Superintendent to develop a district-wide vision for Harlem School District parent resources centers.
5. Work with Administrators and staff to implement Parent Resource Center Program.
6. Responsible for the coordination, planning, organizing and implementing programs and activities of the Parent Resource Center.
7. Facilitate stakeholder groups and individual meetings in flexible settings (i.e. after school programs, community locations, etc.) and with flexible hours.
8. Work with the Superintendent/Assistant Superintendent to develop and implement an assessment plan regarding success of the Parent Resource Center Program.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
11. Represent the Harlem Consolidated School District in a professional manner.

12. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.