



Job Title: Parent Involvement Facilitator

Department: Federal Programs and Special Projects

Reports to: Principal/Title I Director
(monthly log signed by principal sent to Title I Director)

Compensation: Hourly Grade Depends on Highly Qualified Criteria

Number of Days: Varies

Overtime Status: Non-Exempt

Last Revised Date: October 1, 2012

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: To support families and school in building success and support for every student through consistent daily attendance and high academic expectations. As this is a federally funded position, it is a violation of federal law for the Parent Involvement Facilitator to perform any other function (e.g., registrar, clerk, secretary) while being paid with federal funds.

Minimum Qualifications:

Education:

- At least two years college training in education or a related field

Specialized Knowledge, Licenses, etc.:

- Must be “Highly Qualified” as defined in the No Child Left Behind Act of 2001

Other:

- Ability to follow detailed instructions and complete tasks efficiently
- Possess knowledge of office equipment such as copiers, computers and fax machines
- Possess good organizational skills
- Ability to perform various tasks and work with parents, administrators, teachers, other staff and other members of the community
- Ability to work under pressure and be flexible
- Ability to be responsive to school personnel, parents and other representatives of the community
- Communicate effectively with parents and the community
- Familiarity with college admissions and financial aid procedures

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Access daily attendance in PowerSchool in order to identify students and families with high weekly absenteeism
- Contact daily families of chronically absent (2 days or more weekly) student families in order to identify problems and strategies needed to eliminate the barrier of absenteeism
- Develop ongoing relationship with family of chronic absentees contacting them daily if need be to create plan for solution of problem
- Assist with planning and implementation of community events that include parents
- Serve as a connection between the home and the school
- Develop a calendar of activities for parents
- Facilitate and implement parent involvement programs with Director and Site Facilitators
- Document and keep the Title I Parent Involvement Binder up to date with all parent involvement activities
- Assist in planning quarterly workshops (Literacy/Math night)
- Inform parents of student related activities
- Assist with data collection and project evaluation
- Attend and facilitate workshops and other functions related to parent involvement activities
- Share all important school-related issues with parents
- Assist the school with securing important school documents from parents
- Encourage parents to become more involved in school activities by: Joining PCAC, PTO or PTA
- Serving on school planning committees
- Preparing refreshments for parents’ activities

- Soliciting parent volunteers for field trips, meetings and other special events
- Chaperone student excursions
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.