

Job Title:	CLERK, PARENTAL LIAISON DISTRICT
Reports to:	Federal and State Programs Coordinator
Dept./School:	Federal and State Programs
Wage/Hour Status:	Non-exempt
Date Revised:	September 21, 2026

Primary Purpose

To facilitate and coordinate strong and productive relationship between parents, community, and schools. To provide adult literacy classes and assist parents in developing basic computer skills. Support family and community engagement and Federal program administration by coordinating productive relationships between parents, community members, and schools. Provide adult literacy instruction and ensure the efficient operation of Federal and State Programs through clerical support for Title I programs and other Special Revenue Grant activities.

QUALIFICATIONS

Education/Certification

A minimum of 60 college hours
Valid driver's license
Have own vehicle

Special knowledge/Skills

Knowledge of basic computer operations and skills
Ability to operate personal computer and educational software
Ability to conduct adult literacy classes
Effective organizational, communication and interpersonal skills
Ability to work well with parents
Ability to conduct public meetings
Bilingual-English/Spanish

Experience

Minimum of 3 years adult literacy instruction, preferred

MAJOR RESPONSIBILITIES AND DUTIES

1. Maintain good communication and telephone skills while performing routine office duties.
2. Assist Parent/Community Coordinator with identifying and implementing effective strategies for motivating and involving parents.
3. Assist with promoting a climate conducive to open communication and productive partnerships between parents, schools, and community.
4. Assist with the planning of parental involvement meetings, trainings and workshops.
5. Prepare materials and activities as needed for parental involvement meetings, trainings and workshops.
6. Develop and implement district-wide adult literacy workshops.
7. Assist parents with the use of computers, printers, instructional software and scanners.
8. Conduct and/or monitor evening classes as needed.
9. Conduct parent meetings, trainings and workshops in English and Spanish.
10. Maintain federal programs' area in a neat, orderly manner to include bulletin boards, parent notices and displays.

11. Arrange for community volunteers to provide parent trainings as identified through parent surveys.
12. Assist with compiling available community resources based on parent interests and/or needs.
13. Assist Federal and State Programs Coordinator in the use of electronic media, newspaper, radio, flyers and other means of communication to disseminate information to parents district-wide regarding scheduled workshops and trainings.
14. Assist federal programs staff with providing services to homeless, foster care, unaccompanied youth and other families in need.
15. Inform the Parent/Community Coordinator and Federal and State Programs Coordinator of the status of all projects and directions or requests received internally or externally
16. Make home visits as assigned.
17. Prepare written correspondence forms, schedules, meeting agendas, and/or reports as needed for the Federal and State Programs.
18. Compile, maintain, and file all physical and computerized reports, records, correspondence, and documents required when preparing various federal, state, and local reports.
19. Maintain district calendar of events for the Federal and State Programs.
20. Assist with summer school purchases as they pertain to Title I funds.

Policy, Reports, and Law

21. Maintain files on student/parent enrollment, progress, attendance and use of instructional programs.
22. Compile, maintain and file all physical and computerized reports, records, and other documents as required.
23. Registration verification of parents attending Title I Adult Basic Ed classes.

Other

24. Participate in staff development, faculty meetings, and special events as needed.
25. Assist with monthly staff development training for district parental aides.
26. Perform other duties as assigned by supervisor.
27. Maintain confidentiality of information.
28. Receive and greet visitors, answer incoming calls, take messages, and route inquiries from parents, school personnel, outside agencies, and the public to appropriate staff.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computers, copier, printers, typewriter, laminator, die-cut machine shredder, paper cutter, poster machine.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; coordinate multiple projects, meet deadlines. Frequent, prolonged and irregular hours; frequent district-wide and occasional state or national travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____