



La Fe Preparatory School Parent Coordinator—Job Description

Eligibility

- Minimum of Bachelor's degree
- Two years working or volunteering in community based organizations
- Basic understanding of business principles and business development
- Dedicated to the vision of the parent organization, Centro de Salud Familiar La Fe, Inc. and understands the history and culture of the Segundo Barrio.
- Able to work cooperatively with supervisors, colleagues, parents, and students.

Job Description

- Become familiar with parents at the school, their interests, their skills, and their schedules.
- Recruit parent volunteers to participate as needed at school, both on regular basis and for special events
- Serve as an onsite resource for parents to help with complete parental requirements.
- Utilize varied and effective methods to communicate with parents to ensure that they are aware of campus events and family engagement opportunities.
- Support the principal in the development, implementation and evaluation of the school wide parental engagement programs, the school's parent involvement plan, and the school's parent handbook.
- Coordinate and plan school's open house meetings for new incoming parents.
- Coordinate and document parent volunteer hours and parent participation hours.
- Maintain accurate database/records of activity, contacts and services provided; submit data as required
- Assist teachers in having parents participate in their child's classroom.
- Assist School Staff with recruiting participants for workshops & parenting classes
- Teach/lead workshops & parenting classes,
- Assist with Monthly Parent Nights and Saturday Schools.
- Work cooperatively with teachers, administrators, and school staff
- Maintain strict confidentiality with all work related information.
- Maintain professional relationship with parents and school staff.
- Submit purchase requisitions for supplies as needed for the Parent Program.
- Follow and abide by state, federal, and charter regulations.
- Participate and attend staff professional development trainings
- Ability to perform essential job functions with or without reasonable accommodations.
- Willing to participate in extracurricular activities if necessary.
- Perform other duties as assigned.