

Tri-County Area School District
Plainfield WI 54966

Job Description

JD MIS 313
Updated September 2009

Position Title: **School-Age Parent Program Coordinator**

Qualifications:

- A certified teacher or counselor licensed in the state and approved by the Department of Public Instruction.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to lead and manage others effectively.

Immediate Supervisor: Building Principal

Position Function:

Develop and implement educational opportunities for school-age parents that encourages them to continue their education.

Specific Responsibilities:

1. Assist and coordinate the development of educational opportunities for all school-age parents to include program modifications and services.
2. Coordinate, with the assistance of the school nurse, the proper attendance documentation for school-age "parents-to-be in coordination with the students and their parents."
3. File the necessary state forms for homebound instruction reimbursement.
4. Update the administration and Board of Education on program costs and budgeting.
5. Maintain an updated list of school-age parents involved in all district school-age parent educational programs.
6. Update and inservice the teaching staff on the school-age parent program in the district.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the 7-12 Principal.