

Hunters Point Boarding School, Inc.



Position Description SY 2024-2025

POSITION TITLE: Parent Liaison

SUPERVISOR: Principal

SALARY: Classified

CONTRACT TERM: 10-Month

CLASSIFICATION: Non-Exempt

DATE APPROVED: 2/14/2024

PRIMARY RESPONSIBILITY:

Under the supervision of the Principal, the employee will assist the school in engaging parents and community to meet the needs of students. The employee will recruit and retain students and serve as the liaison from the school.

QUALIFICATIONS:

1. AA degree or BA/BS degree in public relations, communication arts, or related field is required.
2. A minimum of three (3) years in the field of public relations or related work experience is required.
3. Must have one (1) years of experience working with parents of Navajo children. Must be familiar with Navajo language and culture.
4. Must be proficient in using various technology platforms used for school to home communication.
5. Excellent communication skills are required.
6. Must be able to work flexible hours and provide weekend coverage.
7. Ability to establish good working relationship with employees and the public is required.
8. Have or be able to obtain first aid/CPR certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
9. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
10. Ability to communicate in Navajo is recommended.
11. Meet the minimum physical requirements to be able to stand and walk for extended periods and to lift 20 pounds.
12. Possess a valid Driver's license with insurable driving record.

RESPONSIBILITIES AND DUTIES:

1. Maintain communication through bulletins, newspaper, newsletter and radio announcements into community and chapters as approved by officials.
2. Participate in the development and implementation of policies, procedures, goals, and objectives with the Parent Advisory Committee.
3. Serves as a school representative at community and chapter meetings to gather or disseminate information and/or materials as directed including evenings, holidays, and weekends.
4. Develop and implement methods, and techniques to improve parental skills.
5. Develop coordinate and implement parent educational programs.
6. Conduct monthly parent meetings to promote parental involvement with the school.
7. Assist in planning and coordinate major parent involvement events during school year.

8. Organize and facilitate parents' travel to attend workshops and seminars.
9. Assist in organizing and preparing monthly newsletter of student contributions with general school information.
10. Assist in coordinating fundraising projects with parents and students for the benefit of the schools' educational programs.
11. Coordinate student recruitment to increase attendance.
12. Plan, develop, and conduct meetings for recruitment of students.
13. Assist staff with follow-up on student issues.
14. Will assist in the classroom as directed by the Principal.
15. Work flexible hours including evenings and weekends as directed by the Principal.
16. Schedule and conduct home visits as necessary.
17. Participate in school functions to communicate with parents.
18. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
19. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
20. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, and policy modifications.
21. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
22. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
23. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
24. Be knowledgeable and participate in guidelines stated in the Continuity of Operations Plan (COOP) as necessary.
25. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
26. Perform additional duties as assigned.

PERSONNEL EVALUATION:

The Performance of this position will be evaluated according to the guidelines outlined in the HPBSI Policy and Procedures Manual. This position description may be subject to review and change as approved by the Governing Board. This position is dependent on available funds.

ACKNOWLEDGEMENT

By signing below, I confirm that I have read and fully understand the position description. I agree to perform the duties and responsibilities outlined in this position description and confirm that I meet the minimum qualifications required for this position.

EMPLOYEE SIGNATURE

DATE