

Anoka Hennepin Independent School District #11

Position Standard

Parent Involvement Specialist

Parent Involvement Specialist, part of the Parent Involvement Community Education program, is responsible for building relationships with families as well as strengthening and facilitating partnerships within the community, and will assist in the fulfillment of the Parent Involvement mission: Parenting, Volunteering Leading.

Essential Functions:

- Assess inform needs of families, schools and community.
- Maintain program databases such as Library World, Volunteer Impact, Constant Contact etc.
- Maintain online catalog system and select credible printed and online resources that respond effectively to those needs.
- Provide technical assistance relating to family involvement at the program level.
- Use social media to share and promote the program.
- Develop program marketing materials as needed, including community promotional resources.
- Partner and collaborate with district staff and outside agencies to promote the program.
- Assist with components of the Volunteer Services Program.
- Coordinate and facilitate staff trainings and events.
- Work with and assist parent groups.
- Perform other duties as assigned.

Minimum Qualifications:

- High School Diploma or equivalent.
- Experience working with diverse populations; ability to work well with staff, volunteers, community.
- Strong oral and written communication skills.
- Excellent organizational and project management skills; ability to meet deadlines.
- Experience working with a variety of education materials.
- Computer skills and proficient with Internet, email, etc.
- High interest in parent involvement and volunteerism.
- Ability to maintain regular attendance, including completing an assigned day - some evenings.
- Must be able to lift a minimum of 20 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Preferred Qualifications:

- College degree preferred. Understanding of Anoka-Hennepin Parent Involvement program preferred. Volunteering experience preferred. Experience working with parents groups preferred.

Physical Factors include:

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation; field of vision;

Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.