

# Anoka Hennepin Independent School District #11

## Position Standard

### **Parent Involvement Specialist**

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As part of the Parent Involvement team, create opportunities within two types of family-school partnerships: Parenting and Volunteering.

#### **Essential Functions:**

Coordinate the Parenting Resource Center:

- Assess information needs of adults in parenting role
- Select credible printed and online resources that respond effectively to those needs
- Maintain online catalog system.
- Use social media to share information and promote use of the Parent Resource Center.
- Collaborate with other district staff and outside agencies to promote use of the Parent Resource Center.
- Assist with components of the Volunteer Services Program.
- Coordinate staff trainings and events.
- Write e-newsletters.
- Conduct training.
- Perform other duties as assigned.

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Experience working with diverse populations; ability to work well with staff, volunteers, and community.
- Strong oral and written communication skills and organizational skills.
- Experience working with library collections.
- 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.
- 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.

#### **Preferred Qualifications:**

- College degree preferred. Understanding of the Anoka-Hennepin Volunteer Services Program preferred. Demonstrated knowledge about parenting 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.