



# PLEASE POST

**SUSAN JOHNSON**

Acting Superintendent of Schools  
ADMINISTRATION OFFICE

**RODNEY GILMORE, Ed. D.**

Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

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December 2, 2024

JOB POSTING # 157

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## 2024-2025 SCHOOL YEAR VACANCY

**POSITION:**     **RECOVS Family Coach (Parent Liaison)**

**DESCRIPTION:** Under the direct supervision of the Principal and assistance of the MTSS Academic Specialist, the Family Coach will work as the liaison between home and school, assisting parents in becoming actively engaged in their children's education.

**REPORTS TO:**    Director of RECOVS Grant

### JOB DUTIES:

- Plans and conducts activities to assist parents in becoming actively involved in the school's instructional/academic programs.
- Works with school staff to develop and maintain positive home-school relations.
- Provides school staff with information and resources on best practices for family and community engagement.
- Conducts pre and post surveys and assessment tools to determine the needs and interests of school families.
- Works with school staff and outside agencies to provide workshops on a variety of parenting topics relevant to the needs of school families, such as bullying, curriculum, assessments, child and adolescent development, technology, etc.
- Works collaboratively with principal and parents in the implementation of the Title I home-school compact and parent involvement policy.
- Maintains accurate documentation of all parent and student interactions related to the student progress plan and parent agreement.
- Provides referrals to other agencies and works collaboratively with these agencies in conjunction with school officials.
- Determines priorities, sequence of work, and methods to be used in completing assignments.
- Identifies materials that complement and support specific areas of responsibility.
- Assist with compliance of laws, regulations, policies, codes, etc.
- Maintains a monthly calendar of all home visits, contact with families, meetings and activities pertaining to job responsibilities.
- Attends RECOVS parent liaison meetings and trainings.
- Meets with the Director of the RECOVS Grant at least once a month to discuss the status of the implementation of parenting services.



- Assists the school in responding to parents' concerns and suggestions.
- Performs all other duties as assigned by the supervisor.

- QUALIFICATIONS:**
- High school diploma
  - Two years of experience working with families from diverse economic and educational backgrounds.
  - Will need to successfully complete the Family Coach Seminar.
  - Strong oral and written communication skills
  - Ability to work well with diverse populations.
  - Organizational skills
  - Understanding of issues pertinent to families and parental involvement.
  - Energetic self-starter
  - Works well independently as well as a member of a team.
  - Computer literate

**DAYS/HOURS:** Monday – Thursday 3:15 p.m. – 7:15 p.m.  
Saturday – 9:00 a.m. – 12:00 p.m.  
10 hours per week, not to exceed 60 hours per month  
Hours may be flexible to support student needs  
Hours subject to activities and events

**COMPENSATION:** \$16.00 - \$57.36 per hour (commensurate with experience)

**CLOSING DATE:** December 12, 2024

**APPLICATION PROCEDURE:** To apply click on this link [www.olasjobs.org/hempstead-ufsd](http://www.olasjobs.org/hempstead-ufsd)

*Rodney Gilmore, Ed. D.*

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