

Career OPPORTUNITY

Hillsborough County Public Schools

Recruitment Events

Work at one of our Achievement Schools as a

PARENT/COMMUNITY LIAISON



BT Washington	Folsom	Kimbell	Palm River
Bryan PC	Forest Hills	McDonald	Shaw
Dover	Gibsonton	Mort	Sheehy
Foster	Greco	Oak Park	Sulphur Springs



Saturday, July 13th, 2019	Arthenia L. Joyner University Area Community Library 13619 N. 22nd Street, Tampa, 33613	10:30 AM to 12:00 PM
		1:30 PM to 3:00 PM
Sunday, July 14th, 2019	Allen Temple AME Church 2101 Lowes Street, Tampa, FL 33605	1:15 PM to 2:45PM
Thursday, July 18th, 2019	Sanchez Full Service Center 2100 E. 26th Avenue, Tampa, FL 33605	10:30 AM to 12:00 PM
		2:30 PM to 4:00 PM
Friday, July 19th, 2019	78th Street Library Community Library 7625 Palm River Rd., Tampa, FL 33619	10:30 AM to 12:00 PM
Friday, July 19th, 2019	C. Blythe Andrews, Jr. Public Library 2607 E. Dr. MLK, Jr. Blvd., Tampa, FL 33610	2:00 PM to 3:30 PM
Saturday, July 20th, 2019	North Boulevard Branch Library 8916 North Blvd., Tampa, FL 33604-1209	10:30 AM to 12:00 PM
		1:30 PM to 3:00 PM
Tuesday, July 23rd, 2019	United Way Suncoast Sulphur Springs Resource Center 8412 N 12th, Tampa FL 33604	10:00 AM to 11:30 AM

*Come prepared with information to complete an electronic application. (work history, 3-references, etc.)

Must have high school diploma, vocational, or GED Certificate.



To Apply for the Parent Liaison Position:

1. Log in to: www.sdch.k12.fl.us
2. Click Employment
3. Click Apply
4. Scroll to the bottom of the page:
5. Click External Applicants OR Internal Applicants
6. Complete Application

The student records department number is (813) 605-8908. This number will provide information on how to obtain your high school diploma. GEDs will have to be obtained through GED.com.



Job Description



Title: Aide, Parent Liaison
Job Code: 56101

FLSA Status: Non-Exempt, CTA/ESP
Class: Instructional Support
Division: Academic Support and Federal Programs
Salary Schedule: Instructional support, ESP PG 15 plus benefits
Bargaining Unit: 02, HCTA Paraprofessionals

Board Approved Date: August 16, 2005
Revised Date: September 24, 2018

POSITION SUMMARY: The Aide, Parent Liaison, works to empower parents by bridging communication between schools and home, which helps to promote parent engagement, provide information and links to resources, and navigate the system to improve student academic and social success in school.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Serves as liaison between parents and school by working closely and conferring with district personnel (e.g., social worker, school counselor, psychologist, school administration).
- Provides and interprets information about school procedures, instructional programs, names and roles of administrators and staff members.
- Assists with facilitation of parental activities with feeder schools and the local community to generate a continuum for student success.
- Maintains communication logs to document contact with parents, student, staff, and community.
- Serves as a contact for parents with questions about the school services or specific activities and events.
- Contacts parents to serve on school committees or to attend special events at the school.
- Develops rapport with students, their parents, and school administration/staff to promote the proper adjustment and progress of students.
- Assists parents and students with accessing educational resources.

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- Cultivates parental interest in their children's schools and activities through parental engagement, advocacy, and involvement in various school-connected organizations and committees.
- Performs any other duties as assigned.

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the district.

COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Adaptability: Adapts to changes in the work environment. Manages competing demands. Accepts criticism and feedback. Changes approach or method to best fit the situation.

Cooperation: Establishes and maintains effective relations. Exhibits tact and consideration. Displays positive outlook and pleasant manner. Offers assistance and support to co-workers. Works cooperatively in group situations. Works actively to resolve conflicts.

Dependability: Responds to requests for service and assistance. Follows instructions and responds to management direction. Takes responsibility for own actions. Meets attendance and punctuality guidelines.

Job Knowledge: Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.

Safety & Security: Observes safety and security procedures. Determines appropriate action beyond guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education: A high school diploma, vocational, or GED certificate. Degree or formal training in child care or related field or prior experience in education preferred.

Experience: One (1) year of increasingly responsible experience in education, child care, or related field preferred.

Language Skills: Reads and comprehends simple instructions, short correspondence, and memos. Writes simple correspondence. Effectively presents information in one-on-one and small group situations.

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Mathematical Skills: Adds and subtracts two digit numbers and multiplies and divides with 10s and 100s. Performs these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Applies understanding to carry out detailed but uninvolved written or oral instructions. Deals with problems involving a few concrete variables in standardized situations.

Computer Skills: Microsoft Office.

PHYSICAL DEMANDS:

Physical Activities: Standing, walking, sitting, climbing, stooping, kneeling, crouching, crawling, handling, keyboarding, talking, and hearing.

Lifting Demands: Up to 55 pounds.

Reaching Activities: Both dominant and non-dominant hand; overhead.

Environmental Conditions: Noise Intensity 4, loud.

DISTRICT EXPECTATIONS: All district employees are expected to:

- Demonstrate regular and predictable attendance. Physical presence is expected as part of a reliable and predictable pattern of attendance.
- Support the district's vision, mission, goals, and Strategic Plan.
- Engage in civility, respect, and professionalism.
- Maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

The district accords preference in selection, retention, and promotion procedures to certain veterans and spouses of veterans who are Florida residents.