

**Cabell County Schools**  
**Job Description**  
**Parent Partner**

**Position:** Parent Partner  
(Title I Schools)

**Supervisor:** School Principal

**Salary:** 15.00 per hour

**Length of Employment:** Not to exceed 90 days/720 hours

**Job Description:** The Title I Parent Partner is assigned to work with the principal, staff, and families to develop and implement a diverse parent engagement program that includes, but is not limited to volunteer initiatives, training, home-based strategies, performances and/or other options to appeal to a broad number of families. The applicant must be able to work effectively with school personnel, as well as families from various cultures and income levels, working independently and as a team.

**Qualifications:** Holds a minimum of a high school diploma, possess a valid driver's license with reliable means of transportation, ability to work flexible hours during and after school, and demonstrate basic computer skills for communication and documentation.

**Duties and Responsibilities:**

1. Coordinate annual school training for parents about their rights in a Title I school.
2. Maintain and share materials from a family resource library at the school.
3. Identify and utilize appropriate community resources to support families.
4. Attend district training on strategies and resources useful to Parent Partners.
5. Produce reports, data, and payroll forms in a timely manner.
6. Schedule work hours with the principal's guidance to maximize support for parents.
7. Communicate frequently with all parents using a variety of media and methods.
8. Follow the laws, policies, rules and regulations governing the school.
9. Maintain confidentiality with school information.
10. Model appropriate behavior and appearance on the job
11. Perform all other parent-related duties as assigned by the principal.