

Parent Service Provider Description

Manages Parent Resources:

- Maintains and promotes the free library of books for children
- Updates information in the parent resource center
- Assists parents in locating community resources and agencies.

Oversees the Volunteer Program:

- Screens Tier I and Tier II volunteer applications
- Communicates volunteer information to staff
- Trains volunteers in their duties, expectations, and use of equipment
- Pairs volunteers with classrooms
- Recognizes volunteers during National Volunteer week in April

Assists with School Events:

- Plans Meet the Teacher, American Education Week, Grandparents Day, Kindergarten Orientation and others as needed
- Collects and organizes RSVP forms returned for events
- Provides necessary information for the After School Program

School & Community Communication

- Ensure communication between the school and *all* community stakeholders is open
- Interprets school events, School Messenger calls, and parent-teacher conferences
- Translates documents for parents, staff and administration

Office Duties

- Welcomes visitors and answers phone calls
- Assist students throughout the school in various capacities
- Organizes and manages paperwork
- Transports students and or parents, when necessary