

Parent Job Coordinator

Job Description

Overview:

The Parent Job Coordinator is responsible for assisting the Teacher with assigning parent jobs annually, and filling jobs on an as-needed basis if families join or leave the school mid-year. The Parent Job Coordinator will also assist in the development and administration of parent jobs as needed.

The Parent Job Coordinator will:

- Begin duties in August; duties are expected to take between 1 and 2 hours per month on average.
- Assist the Teacher in assigning Parent Jobs prior to the start of the school year.
- Communicate Parent Jobs to families as requested by the Teacher.
- Field general questions about Parent Job Descriptions from families.
- Assist in drafting new Parent Job Descriptions as needed.
- Make edits and/or corrections to existing Parent Job Descriptions at the request of the Teacher.
- Provide training and orientation to the next Parent Job Coordinator.

Resources:

- [Class Rosters](#) - Locked Google Drive Folder, ask Webmaster for access.

Orientation Provided by:

Teacher and Advertising Coordinator; refer questions to the Teacher and Advertising Coordinator as needed.

If you are unable to do your job, please let the Teacher know as soon as possible, so we can support you in finding your replacement.