

SELF ENHANCEMENT, INC.

3920 North Kerby, Portland, Oregon 97227-1255

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JOB DESCRIPTION

PARENT COORDINATOR

The Parent Coordinator works with parents of elementary school, middle school and high school age children enrolled in the SEI program. This position works as a liaison between parents, the SEI students, the schools, and other social service agencies. The goal is to empower parents as they become involved in their children's education. Parent Coordinators report to assigned level supervisor.

PRIMARY RESPONSIBILITIES

- Act as liaison between school staff, SEI staff and parents.
- Increase parental involvement in the schools.
- Build positive relationships with students, their families, and the community.
- Conduct home visits to parents.
- Organize parent and grandparent support groups (i.e. Parent Advisory Board).
- Coordinate services for parents to grow in social and emotional areas related to their child.
- Organize quarterly informational parent workshops.
- Organize spring, summer and winter parent award programs.
- Provide information and referral services.
- Maintain updated records and files.
- Prepare monthly narrative reports and any other required documentation.
- Provide classroom instruction.
- Other appropriate duties as assigned.

QUALIFICATIONS

- A Bachelor's degree in a related field highly desired. Significant training plus three (3) years work experience in a social service environment may be substituted for education requirement.
- Ability to successfully connect with and motivate parents and extended family members.
- Ability to be a positive role model for parents and young people.
- Ability to successfully work with varying levels of parents, from intensive-need to leadership.
- Must be self-motivated, with excellent organizational skills.
- Basic computer skills to include MS Office Suite.
- Willingness to work flexible hours; including some evenings and week-ends.
- Must have valid driver's license, clean driving record and must be insurable under SEI's auto insurance.

SALARY & BENEFITS

- \$2,887 to \$4,186 per month.
- Paid medical/dental for employee, ½ premium for each dependent.
- Paid life insurance and disability insurance (after waiting period).
- 401(k) Retirement Plan.
- 4 weeks accrued vacation
- Accrued sick leave.
- 125 Cafeteria Plan.

Note: This job description may change as programming evolves. SEI management reserves the right to amend this description at any time.

Rev. 3/10