



GEARUP Parent Involvement Specialist

Job Description

Objective

The Parents for Public Schools of Greater Cincinnati (PPSGC) GEARUP Parent Involvement Specialist's primary objective is to significantly improve the daily involvement of the parents, guardians, caregivers, and/or other significant adults of GEARUP students in their child's school performance, specifically relative to the identified GEARUP goals of academic performance, college awareness/readiness/access, and dropout prevention.

Responsibilities and Duties

1. Identify and serve parents of eligible GEARUP students at assigned school sites.
2. Develop a working or operational definition of parental involvement for the GEARUP Program that includes strategies to ensure that parents are full and active partners in their child's education.
3. Design and implement a comprehensive plan with identified strategies to improve parent involvement.
4. Work and collaborate effectively with teachers and other school-based personnel to identify and meet the needs of parents of GEARUP students relative to improved school involvement.
5. Coordinate GEARUP's effort to improve parent involvement with the local school's parent involvement program and with school-based personnel.
6. Coordinate GEARUP's effort to improve parent involvement with school-based GEARUP staff.
7. Develop daily, weekly, monthly, and quarterly work schedules based upon established priorities that maximize services to parents of GEARUP students (by addressing the greatest needs of the greatest number of parents).
8. Deliver a wide range of direct parent-education activities and services including - but not limited to – in-service, training, and workshop sessions.
9. Provide parents of GEARUP students with assistance in the areas of academic achievement, college awareness/readiness/access, school success (attendance, behavior, personal, and social issues), and life-skills (e.g., organization skills, time management, individual and social responsibility, and work ethic) to ensure that parents have the necessary understanding and skills to support their child's school performance.
10. Identify appropriate educational, social, and other support services in the school, district, and community for parents and families.
11. Design and implement programs and strategies that help to ensure that parents expect and encourage student participation in GEARUP and other academic remediation/enrichment programs.

12. Contact and communicate directly with parents/guardians on a regular basis to ensure parent awareness of and involvement in their child's school performance and to secure parent support of student participation in GEARUP, school, and other activities.
13. Work closely with school-based GEARUP staff to facilitate and improve home-school communication.
14. Promote, support, and encourage both parent and student participation in appropriate GEARUP activities and services.
15. Function as a GEARUP team member by working collaboratively, cooperatively, and effectively with GEARUP Academic Specialists, College Access Specialists, Dropout Prevention Specialists, and other GEARUP staff.
16. Maintain accurate data, records, and files to document all activities conducted and services provided.
17. Report daily in the designated database/data collection system all services delivered to/for GEARUP parent/guardians, students, staff, and educators.
18. Submit accurate, complete, and timely data and performance reports on a weekly, quarterly, semester, and/or annual basis as required.
19. Perform other duties related to GEARUP Program Targets/Benchmarks and Strategies as assigned.

Qualifications

1. Bachelor's Degree required, Master's Degree preferred.
2. Minimum of five (5) years experience working in an educational or social service field required, experience working in an urban school setting recommended, experience working in Cincinnati Public Schools preferred.

Other Qualifications

The successful candidate will demonstrate possession of the following:

1. Strong technology skills.
2. Knowledge about Cincinnati, Cincinnati Public Schools, and the target population.
3. Strong written and oral communication skills, including public speaking skills and listening skills.
4. Strong interpersonal and human relations skills.
5. Ability to develop positive working relationships with, build rapport with, and motivate both co-workers and clients.
6. Cultural competency; appreciation, embracing, and valuing of diversity.
7. Strong problem-solving, critical-thinking, and independent decision-making skills
8. Ability to function as a team player and to work collaboratively and cooperatively in a shared-decision-making environment.
9. Capability to function as an independent, self-motivated, and self-reliant self-starter who initiates appropriate actions and strategies and can work successfully without constant direction and close supervision.
10. Ability to function effectively in hectic and fast-paced work environments through prioritization of multiple, and sometimes conflicting, demands in order to meet established deadlines.
11. Ability to travel to multiple school sites and other work locations.