

## **PARENT LIAISON**

### **Discovery Charter School**

The Parent Liaison is responsible for overseeing the enrollment of the school and for maintaining positive relationships with parents and communities served by the school. The position reports to the School Director. Duties include, but are not limited to:

- Student Enrollment
  - Primary contact for all enrollment issues
  - Creates and implements student enrollment marketing/outreach program
  - Participates in the annual student lottery
    - Informs parents of waiting list assignment
    - Informs parents of enrollment information needed
    - Maintains student wait lists
    - Other duties as needed
  - Updates student files
    - Obtains necessary enrollment and withdrawal documents from parents
    - Obtains transportation forms from parents
    - Notifies school districts of transportation needs (April 1 forms)
    - Coordinates transportation changes
    - Obtains health record forms from parents (Nurse maintains files)
    - Ensures files are updated for enrollment and disenrollment
  - Identifies students who are at risk of not returning
  - Follows up on daily attendance (teachers take attendance)
- Parent Functions
  - Conducts annual parent satisfaction survey
  - Publishes Parent Newsletter
  - Staff coordinator for Family Association
  - Organizes Parent information meetings
  - Meets with every parent at least once annually
  - Interviews parents of students who do not return to school
  - Greets school visitors
- Student Functions
  - Know students by name
  - Integral part of the discipline ladder (as Dean of Students)
  - Periodic support of classroom program
    - Attend crew meetings
    - Read with individuals/small groups
    - Provide short term setting for students that need a break
    - Take student temperatures and coordinate pick-ups when sick
    - Other selective duties as needed

**Those interested may e-mail a cover letter and resume to [jsaia@rochesterdiscovery.com](mailto:jsaia@rochesterdiscovery.com).**

**Deadline to accept applications is December 12, 2012.**