

Parent Liaison Job Description for Sanilac Great Start Collaborative

POSITION: Great Start Collaborative Parent Liaison

REPORTS TO: Members of the Great Start Parent Coalition and Great Start Director

PERIOD OF POSITION:

POSITION PURPOSE: To increase parent participation in the early childhood planning and decision-making process for the purpose of building a strong early childhood system. The purpose of the local Great Start Parent Coalition is to:

- Build Public Support for Early Childhood Investment
- Provide a “Customer” Perspective and Serve as a Sounding Board for the Great Start Collaborative (GSC)
- Lend Support to GSC Related Efforts and those of the PC

ESSENTIAL DUTIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinate the Great Start Parent Coalition (GSPC), including planning and facilitating regular (typically monthly) GSPC meetings in-person and virtually
- Maintain the local GSPC membership roster and relationships
- Implement the annual plan of work in conjunction with the GSPC members and GSC Director based on the GSC Strategic Plan.
- Provide updates on GSPC activities to the GSC at least six times each year.
- Maintain active Facebook pages (GSC/GSCPC)
- Communicate with all GSPC members on a regular and ongoing basis via social media, USPS, phone calls and/or emails or one on one.
- Actively recruit, orient, and support parent members of the GSPC and GSC, helping to meet the 20% parent membership requirement on the GSC.
- Assure that the GSPC includes parent members who represent the diversity of the community.
- Help create and maintain communications tools, i.e., GSPC brochure, Growing Great Kids Newsletter, web site, and all social media profiles.
- Disseminate Great Start initiative information to area parents.
- Assist with the local early childhood assessment and strategic planning process.
- Maintain open communication lines between GSPC parents and the GSC Director and GSC membership, responsible for bringing parent input and feedback about the early childhood system to the GSC to be used as part of decision making process.
- Establish and maintain a positive relationship with local organizations, specifically the area churches, preschools and elementary schools as well as GSC community partners.
- Maintain parent coalition records including agendas, attendance records, data, and minutes of all parent coalition meeting and activities.
- Participate in community events and committees based upon the approved work plan, desired goals & objectives with approval of the Director.

- Manage GSPC Preschool Scholarship program including fund raising, promotions, records, and development of preschool participation.
- Other duties as assigned.

QUALIFICATIONS AND SKILLS: Following are the necessary qualifications and skills to be successful in the Parent Liaison position. Strong candidates possess the majority of these skills and show willingness to build where skills may not be as strong.

- Preference given to parent of a child under the age of twelve, who is representative of the diversity of the community.
- Bachelor's degree in a related field of study is preferred
- Be interested in mentoring and supporting other parents to increase their involvement and leadership skills.
- Prior experience working with groups of adults.
- Prior experience with early childhood or other community planning efforts.
- Ability to work positively with other parents.
- Know how to create and act upon an annual plan of work that includes the development of shared goals
- Provide support to Parent Educator in planning and providing Playgroups
- Have experience running meetings and working with groups.
- Like people and have strong interpersonal skills.
- Be an effective communicator in both verbal and written formats.
- Be self-motivated and self-directed.
- Be a good listener.
- Know how to encourage, lead and facilitate a group toward a shared goal.
- Be a good problem-solver.
- *Possess or be committed to developing* strong personal leadership skills such as:
 - Knowing the difference between personal experience and perspective versus the perspective of the greater parent community and when and how to effectively represent each.
 - Effectively communicating even when frustrated.
 - Understanding what diversity truly is and why it is important to this work and how to welcome differing points of view into the GSPC conversations.
 - Utilizing personal stories and experiences from the point of view of a parent as an effective communication strategy.
 - Understanding the inevitability of conflict in any change process and how to resolve it effectively.
 - Providing mentoring to support the development of new parent leaders.
- Willingness to travel throughout the county.
- Willingness to attend 2-3 day long meetings and trainings located out of the county and or virtually.

COMPENSATION:

- Terms defined in contract administered by Thumb Educational Services, Inc. and dictated by Sanilac Intermediate School District.