

**Job Summary:**

The job of Parent Outreach Coordinator was established for the purpose/s of recruiting new students and families to the University Preparatory High School (UPHS); collecting and organizing school/college data accurately in order to support the mission of the school to provide all students with college readiness skills and abilities; providing parents and students with accurate information that assists in college readiness and successful matriculation to a college or university; offering public presentations for parents/students on college readiness, A-G eligibility, and college requirements; and developing/producing summary reports, handbooks, manuals, correspondence, and brochures.

**Essential Functions:**

- ▶ Advocates for students, families and the program for the purpose of ensuring that students receive appropriate services.
- ▶ Collects aggregated data for the purpose of recruitment of students, to UPHS, maintaining college course work records, completion of A-G requirements, and public information presentations.
- ▶ Delivers informational presentations to parents for the purpose of supporting college readiness, monitoring homework and completing graduation requirements.
- ▶ Develops/Composes summary reports, handbooks, manuals, correspondence and brochures for the purpose of disseminating information to parents, schools and colleges.
- ▶ Develops/Delivers student recruitment presentations at schools and public venues for the purpose of recruitment.
- ▶ Offers PowerSchool and computer training for parents for the purpose of tracking student progress, completing FAFSA, CSU/UC applications.
- ▶ Organizes recruitment schedules, regional community-based plans and regional school-based plans for the purpose of recruitment and scheduling public information presentations.
- ▶ Retrieves/Develops student information records/reports in data system, field reports, logs and statistical information for the purpose of preserving student information.
- ▶ Travels to various locations within Tulare County using own vehicle for the purpose of providing information to parents, students and educational agencies.
- ▶ Works closely with parents and students as a school advisor for the purpose of addressing academic or social concerns.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - write, organize and make public presentations;
  - write summaries, brochures, letters, correspondence and reports;
  - organize statistical data into cogent reports;
  - plan, organize and calendar public presentations;
  - drive an automobile;
  - type at a speed of 50 net words per minute;
- ▶ **Knowledge of:**
  - basic Microsoft Office Suite;
  - public speaking;
  - basic presentation tools;
- ▶ **Ability to:**
  - use basic Microsoft Office Suite software;
  - communicate effectively via telephone and in person;
  - manage high school and college educational data effectively;
  - write accurate reports;
  - organize public meetings;
  - maintain a calendar of public events and presentations;
  - work effectively with a variety of individuals and public/private agencies;
  - maintain accurate records;
  - lift 30 pounds.

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience is required.

**Education Required:**

- ▶ High school diploma or equivalent.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Typing certificate verifying 50 net words per minute.

**FLSA Status:** Non-Exempt

**July 2013**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.