



### **PIMS/Registrar/Parent Engagement Coordinator**

Position description: the responsibilities of the PIMS/Registrar/Parent Engagement Coordinator is broken into three categories. The PIMS Coordinator is responsible for attending webinars, meetings or conferences conducted by State and/or information system vendors on PIMS reporting subjects. Also, will oversee the operation and entry of data into the database. The Registrar is responsible for clerical and technical tasks related to the maintenance of student records and files as well as maintaining the student information system. As the Parent Engagement Coordinator, the position serves as the liaison between school and parents, relaying the needs of one to the other; serving as the school-based intermediary contact for concerns and comments made by parents and community members and also helps parents understand the educational system so they can become better advocates for their children's education. The position also provides activities and workshops for the parents and maintains the parent resource center.

Primary duties and responsibilities:

#### **PIMS/REGISTRAR**

- Responsible for coordinating data entry, data maintenance, and data correction in district information systems for State-required PIMS Reporting
- Responsible for writing reports on PIMS data in district information systems and distributing reports for end-user review
- Responsible for running and reviewing reports from PIMS State system and distributing same reports for end-user review and action
- Responsible for uploading PIMS files downloaded from District information systems to the PIMS State system, addressing errors resulting from file upload, and ensuring files loaded by State-identified deadline dates
- Responsible for contacting the PIMS Help Desk to log issues and/or questions on behalf of the district related to PIMS
- Responsible for working with district's information system vendors in handling changes to PIMS reporting requirements
- Responsible for attending webinars, meetings and/or conferences conducted by State and/or information system vendors on PIMS reporting subjects

- Communicates clearly, concisely and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents and community
- Enters all new learner files and makes any necessary updates
- Maintains student files for current school year and for dropped and withdrawn learners in a school year
- Filing records requests for learners when withdrawn from school
- Sending/faxing/scanning documents when needed
- Organize and run twice monthly orientation of new learners
- Performs other duties as assigned by Supervisor

### **PARENT ENGAGEMENT COORDINATOR**

- Provides workshops, classes and activities for parents on a regular basis
- Maintains the Parent Resource Center
- Recruits volunteers from the community to host various workshops and classes to speak directly with parents
- Provides materials such as event calendars, brochures, educational resources and DVDs
- Creates opportunities for parents who have limited English proficiency
- Coordinates the translation of parent involvement documents and communications into Spanish
- Ensures that parents are meeting their commitment to volunteer at least five hours per month
- Conducts surveys to assess the needs of parents at ILCS
- Keeps detailed records of all parent involvement activities, reports and surveys
- Ensures compliance with Title I requirements related to parent involvement
- Performs other duties as assigned by Supervisor

#### Minimum Requirements:

- Exceptional attention to detail and organizational skills
- Self-motivated
- Strong computer skills, including Microsoft Office
- Demonstrate a professional demeanor, including the use of courtesy and tact
- Ability to understand and work with complex relationships
- Proven ability to take initiative and follow-through on projects independently
- Effective time management
- Ability to multitask
- Excellent oral and written communication skills
- Ability to work well independently as well as work well in teams
- Ability to use confidential data where discretion/sensitivity is of the utmost importance
- Must be bilingual

- High School diploma
- Two to three years of office experience
- Child Abuse, State Police, and FBI Fingerprint Clearances (Current within the last year)

Reports to: Principal/CAO

Full time: 12 months