

NOTICE OF VACANCY

AT LEWIS CASS ISD

Parent Liaison Job Description

Purpose of the position: Increase parent participation in early childhood planning and decision-making for the Great Start Collaborative and Parent Coalition. To develop and operate the Parent Coalition that will work along side of the Great Start Collaborative in Cass County.

The local Great Start Parent Coalition is to:

- Serve as the referent and constituency group for parents on the Great Start Collaborative- giving them a means to better understand the desires and needs of parents in the community.
- Will help to build public support and will for the Collaborative through advocacy and education, and by strengthening parent involvement.
- To work with and support the assessment and strategic planning work of the GSC.
- To strengthen the civic engagement of parents in the community, on behalf of young children.

Reports to:

- Great Start Collaborative Coordinator

Minimum Qualifications:

- Have a child under the age of 12
- Be a resident of the local community
- Have an interest in mentoring and supporting other parents in the community to become engaged in the process and function of the Great Start Collaborative
- Ability to work positively with other parents
- Ability to learn and advocate for young children in our community
- Willingness to attend regional and state trainings
- Willingness to travel to meetings throughout Cass County and neighboring counties
- Complete forms as requested

Duties and Responsibilities:

- Coordinates and supports efforts of Parent Coalition
- Develop a recruitment plan for the Coalition, considering the diversity of the county
- Attend and facilitate Parent Coalition meetings
- Mentor parent GSC members as needed
- Orient new members to the work of the Collaborative
- Assist parent members of the GSC with support and resources available to non-parent members, including financial honorariums and access to professional development
- Maintain records and minutes for Parent Coalition meetings
- Present updates and information to GSC
- Present Great Start materials to community groups as needed
- Other duties as assigned by the GSC Coordinator or the Early Childhood Investment Corporation

Compensation:

- Contract for 10-15 hours per week