



HACKENSACK PUBLIC SCHOOLS
 191 Second Street, Hackensack, NJ 07601

JOB DESCRIPTION

TITLE:	Parent Outreach Coordinator (POC)	
REPORTS TO:	Assistant Superintendent of Curriculum & Instruction/Principal	
DATE APPROVED:	Readopted – August, 2019 Revised - July 24, 2024 Revised - December 18, 2024	BY: Hackensack Board of Education

NATURE AND SCOPE OF JOB:

To provide support to parents and students in matters pertaining to academic challenges, behavioral issues, special education outreach, preschool outreach, college/career readiness, immigrant parents, and students. The POC works with Building Administrators and the Assistant Superintendent of Curriculum and Instruction to identify needs based on data and develop a plan of action that includes parent/guardian meetings, student outreach sessions, parent/guardian workshops, college visits, and other community outreach to meet the identified needs.

QUALIFICATIONS:

1. Oral and written fluency in English and Spanish
2. Excellent communication and organization skills
3. Working knowledge of Word, Excel, and data entry/analysis
4. Experience planning and executing action plans and managing projects
5. Demonstrate aptitude and competence for assigned responsibilities.
6. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
7. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

TERMS OF EMPLOYMENT:

Ten (10) month work year salary and benefits with a 40-hour stipend for July and August.

PERFORMANCE RESPONSIBILITIES:

ECDC/Elementary/Middle/High POC:

1. Creates a Welcoming School Environment for Parents.
2. Serves as the schools' Registrar, Kindergarten Registration.
3. Work with bilingual parents to assist in the translation of outreach materials.
4. Increase Parent Involvement in the School through Outreach Programming.
5. Survey parents to assess parent needs.
6. Host parent workshops and meetings on issues of interest to your community and assist

outreach efforts of the Parent/Teacher Association. Attend PTA meetings.

7. Develop ongoing relationships with community - and faith-based organizations to share information about the school and identify community resources.
8. Provide information and resources to help parents support their children's learning at home.
9. Support the Principal/Administration in addressing parents' concerns.
10. Serve as the point of contact for parents.
11. Provide information to parents about resources and supplemental services available within the city/state.
12. Work with the school staff and district and Central Parent staff to address and resolve specific parent concerns.

Elementary/ECDC POC:

13. Participates with the Early Childhood Advisory Council and connects families of preschool students with services.
14. Assists with recruitment of pre-k students and builds awareness of preschool offerings.

Middle/High School POC:

15. Plans, facilitates, and coordinates workshops related to, but not limited to: financial literacy, immigrant parent rights, U.S. Department of Education, and assists with filling out the Common Application and FAFSA forms.
16. Works collaboratively with the school community, including school guidance counselors to follow up with families who need support with college planning and/or post-graduation options and the Bergen County Division of Family Guidance (Habla Con Tus Hijos: Spanish Language Resource for Parents).
17. Implements effective outreach strategies as outlined in College Boards' "Resources for Increasing Latino Participation and Success in Higher Education."
18. Plans and attends college fairs with students, parents/guardians, and counselors to help the school community develop a deeper understanding of the college application process and college options.
19. Maintains a record of all outreach activities.
20. Assists with the collection and analysis of data for all initiatives.
21. Plans and executes after-school programs for at-risk students that incorporate parent workshops, field trips, student workshops, tutorials, and goal-setting sessions.
22. Supports immigrant students/families (documented and undocumented) by connecting them with services (ex: legal, higher education, mental health, healthcare, etc.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing, and walking for required periods.
2. Speaking, listening, and visual acuity.
3. Use close vision, color vision, peripheral vision, and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered an acceptable form of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air-conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.

