



PARENT LIAISON

This position serves as the school's liaison between parents, teachers, and school administration. The parent liaison implements and manages school-wide initiatives and activities to empower parents to become positive active participants in the education of their children.

REQUIREMENTS

- A minimum of 8 hours per week (24 per month) is required for a 30% reduction in tuition. At least 12 out of 24 hours must be performed on site.
- The AIP Parent Liaison contract is for one academic school year. Once chosen for the position, the liaison must remain in the position for the entire school year. If the position is vacated during the assigned year, the student's account will be back charged for a total of 2 monthly reductions. The student's account will be set for full monthly payments beginning with the immediate billing cycle.
- Assist with the planning and execution of school projects, fundraisers, and activities to include oversight of AIP Committee meetings.
- Assist with school tours through providing parental insight on the academics, atmosphere, and AIP school spirit.
- Maintain a positive rapport with AIP administration, faculty, staff, and families.
- Assist with promoting a strong community and social media presence through outreach and social platforms.

QUALIFICATIONS

- GED or higher education level.
- Possess strong professional organization, multitasking, and communication skills.
- Have a strong working knowledge of Microsoft Office, Power Point, and Excel.
- Have a strong working knowledge of Social Media Platforms.
- Be a creative-proactive self-starter.

TO APPLY

- Provide a resume detailing relevant employment, philanthropic, and skill history to angelsinprogressacademy@gmail.com
- Complete the situation-based assessment.
- Interview

ADMINISTRATION BELOW THIS LINE ONLY

ACADEMIC YEAR OF CONTRACT:

DATE CONTRACT BEGINS:

DATE CONTRACT ENDS:

STUDENT REDUCTION APPLIES TO:

AMOUNT OF MONTHLY REDUCTIONS:

LIAISON SIGNATURE: _____

LIAISON NAME: DATE:

FOUNDER SIGNATURE: _____

FOUNDER NAME: DATE: