

## Position Description: Parent Engagement Program Advisor

### Position Details

<b>Position</b>	Parent Engagement Program Advisor
<b>Reports to</b>	Queensland Independent Schools Parents Network (QISPN) Executive Director

### Position Summary

The Parent Engagement Program Advisor is responsible for implementing the strategic direction of QISPN and ISQ in parent engagement, primarily through developing, supporting and coordinating the delivery of parent engagement programs, such as the established Mastering Parent Engagement programs as well as other events and professional development.

The Advisor will build excellent working relationships with internal and external stakeholders, including, school leaders, parents, teachers and support staff, and educational experts, to ensure the successful development and execution of the suite of programs and events.

### Relationships

<b>Key internal relationships</b>	Queensland Independent Schools Parents Network Education Services Team School Services Team
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### Responsibilities

The position is responsible for, but not limited to:

1. Establishing and maintaining positive relationships with school leaders, teachers, parents, and community members.
2. Collaborating with stakeholders to understand their needs, gather input, and foster their active participation in parent engagement programs and events.
3. Facilitating regular meetings, workshops, and communication channels to engage stakeholders in program planning, implementation, and evaluation.
4. Monitoring program progress, identify risks and challenges, and develop mitigation strategies.
5. Developing best practices, guidelines, and resources to enhance parent engagement.
6. Designing and implementing training programs and capacity-building initiatives for teachers, school staff, and parents.
7. Overseeing the development and maintenance of digital platforms, communication channels, and resources to support engagement efforts.
8. Collecting and analysing data, feedback, and evaluation results to inform decision-making and continuous improvement.
9. Other duties as reasonably required.

Requirements	
<b>Knowledge, experience, and skills</b>	<ul style="list-style-type: none"> <li>• Good knowledge of school leadership and operations (experience of having worked in a school leadership role will be highly regarded).</li> <li>• Keen understanding of the independent school sector</li> <li>• Experience in developing and delivering training for adult learning.</li> <li>• Excellent organisational and time management skills to effectively manage multiple priorities and meet deadlines.</li> <li>• Excellent communication and interpersonal skills to engage and collaborate with diverse stakeholders.</li> <li>• High level knowledge of best practices and strategies for school-parent engagement.</li> <li>• Proficiency in using digital tools, platforms, and communication technologies.</li> <li>• High level presentation and facilitation skills.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level qualification in education.</li> </ul>

APPROVED BY: CEO

DATE: