



Position Title: Parent Liaison

Purpose: Parent Liaisons support the implementation of the Enhancing Science and Technology Education and Exploration Mentoring (ESTEEM) program. ESTEEM's goal is to develop a youth-based program model that will encourage girls to work hard in school, consider taking elective information technology (IT) classes in high school, and enroll in more challenging math and science courses when possible.

Location: Selected Anne Arundel or Baltimore County Public Schools (where your student currently participates in the ESTEEM program).

Key Responsibilities:

The Parent Liaison:

1. Actively participates and works collaboratively as a member of the ESTEEM team
2. Assists in the collection of participant records
3. Contributes articles to the ESTEEM newsletter
4. Distributes the ESTEEM newsletter
5. Serves as a chaperone on field trips
6. Recruits parent chaperones for field trips
7. Recruits parents to participate in and generally support the program
8. Sets up a carpool for student transportation, as needed
9. Completes other duties as assigned

Reports to: ESTEEM Classroom Consultants

Length of Appointment: The Parent Liaison will serve for 9 months from September – May.

Time Commitment: The Parent Liaison position requires a minimum of 2-3 hours/week commitment and one Saturday per month for 5-6 hours. In addition, each parent liaison must attend an orientation/training session (date: to be determined).

Qualifications: Eligible candidates for the Parent Liaison position include parents of students currently enrolled in or recently graduated from the ESTEEM program at one of the six participating school sites. Candidates should be actively involved in the school community and must pass a criminal history background and fingerprint check.

Support Provided: Training for this position will be provided at the orientation/training session. In addition, the Director of K-12 Programs is available on an ongoing basis to answer questions and provide other assistance as needed.

Compensation: \$1,000/academic year



2006-2007 PARENT LIAISON APPLICATION

**Return completed application and supporting documents to:
Center for Women & Information Technology
University of Maryland, Baltimore County
1000 Hilltop Circle, ITE 452
Baltimore, MD 21250
Attn: Alisha Sparks**

FIRST NAME:		LAST NAME:	
STUDENT'S NAME:		SCHOOL:	
HOME ADDRESS:		APT:	
CITY:	STATE:	ZIP CODE:	
PHONE NUMBER: () -		EMAIL:	

Please list any school activities you have been active with in the past year:

Please list any community activities you have been active with in the past year:

Parent Liaison duties will include the following:

- Identifying all dietary needs for all participants
- Determining snack options
- Recruiting parents to participate in and generally support program
- Keeping all parents informed
- Setting up a carpool