

FAMILY COMMUNITY LIAISON

(Spanish Bilingual Preferred)

Grade 6

Purpose Statement

The job of Family Community Liaison is done for the purpose/s of serving as the bridge between the families and the schools and the district; working towards increasing family engagement to supporting students' academic achievement; supporting schools and district in establishing effective communication between home and school; and improving community outreach and access to opportunities for families of English Learners.

This job reports to Assistant Superintendent of Education Services or Designee

Essential Functions

- Assists school administrators and leadership teams in designing and offering family engagement workshops and events for the purpose of providing support with the organization of the event, reaching out to potential presenters, securing interpretation at the event, etc.
- Assists school administrator and school advisory committees in reaching out to communicating with English learner families through phone calls and face to face meetings (e.g., School Site Council, English Learner Advisory Committee, etc.) for the purpose of increasing their participation and soliciting their input.
- Collaborates in planning district level family engagement events (e.g., securing facility, planning sessions, securing presenters, preparing and distributing materials, ordering refreshments, preparing sign-in sheets and timesheets for staff, etc.) for the purpose of implementing the district family engagement plans.
- Collaborates with planning agendas and presentations for district level parent advisory and parent engagement committees (e.g., Parent Advisory Committee, District English Learner Advisory Committee, etc.) for the purpose of increasing parental participation and developing parent involvement with their child's school activities.
- Communicates with families of English Language Learners to offer opportunities for participation in district and school events and meetings (e.g., family engagement workshops, advisory committees, board meetings, parent conferences, community events, etc.) for the purpose of supporting student achievement.
- Maintains a variety of information and records of all activities (e.g., appointment schedules, contact logs, parent resources, etc.) for the purpose of documenting and providing reliable information.
- Participates in a variety of meetings (e.g., parent-student workshops, educational seminars, department in-service, district and county level meetings, etc.) for the purpose of conveying and gathering information on implementation of family engagement policies and practices required to perform functions and remaining knowledgeable with program guidelines.

- Prepares a variety of documents, files, reports, and records (e.g., student progress, contacts with parents, teachers, outside professionals, etc.) for the purpose of developing recommendations,
- conveying information, completing forms and reports regarding family engagement policies and practices.
- Provides and prepares training on family engagement practices to administrators, teachers and classified personnel for the purpose of ensuring services are delivered in compliance with established guidelines.
- Refers parents to outside agencies and reaches out to EL families to connect them with community resources and services as needed and as opportunities become available (e.g., language assistance, adult English classes, parenting workshops, health and welfare services, etc.) for the purpose of meeting the needs of the students and EL families.
- Serves as EL liaison at parent teacher conferences when requested for the purpose of supporting the teachers and the family to collaborate for student success.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying pertinent laws, rules, and regulations; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: child development stages; parenting methods; and community resources.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with persons with varied cultural and educational backgrounds; establishing and maintaining constructive relationships; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): Bachelors degree in job-related area.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

- Criminal Background Clearance
- Physical Capacities Test Clearance
- Tuberculosis Clearance

FLSA Status

Non-Exempt

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 the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.