

Job Title:	<b>PARENT LIAISON</b>	Reports to:	<b>Director of Student Support Services</b>
FLSA status:	<b>Non- Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Enlist parental involvement in students' educational programs; working with parents in identifying and achieving goals; accessing support services; creating district-sponsored tutoring, education, and training programs and opportunities; and facilitating positive parent, school and student relationships.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists in recruiting parents as volunteers within the school (e.g., classroom volunteers, workshop volunteers) increasing parent participation in school activities and in their child's education.
- Collaborates with school staff, developing programs and classes to support non-English speaking parents and students.
- Coordinates assigned programs, workshops and processes ensuring compliance with established guidelines and procedures.
- Coordinates parent participation, organizes meetings and educational classes for program participants and encouraging leadership (e.g., parenting skills, volunteer training) developing parenting skills, understanding of school processes and parent/student success.
- Facilitates outreach to low income communities, community leaders and organizations for the purpose of developing resources and building partnerships with community members.
- Maintains a variety of manual and electronic files and/or records (e.g., program participation, contact sheets, agency referrals) providing required information and/or documentation.
- Organizes family meetings and educational classes for program participants. (e.g., parenting skills, volunteer training, child growth and development) providing family members parenting classes and/or family support needs.
- Participates in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.
- Prepares a variety of written materials (e.g., newsletters, reports, logs, memos, handouts) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides appropriate referrals and advocacy for families as needed and provides follow up to determine the outcome of services provided supporting families in working toward their goals.
- Provides data for a variety of reports (e.g., program participation, activity) meeting program, district, state and federal requirements.
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing to people of all ages and backgrounds
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.
- Ability to accept change, be flexible and show initiative
- Goal planning and time management skills are essential
- Knowledge of agencies and resources in community is desired

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- HS diploma or equivalent required
- Two years experience coordinating family education programs and working directly with the community

**Computer Proficiency:** MS Office Suite, Google Suite

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

### **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*