

PARENT LIAISON

BASIC FUNCTION:

In collaboration with the principal, teachers, families, parent organization, business/community partners, and other staff, help the school develop a family-friendly school climate by developing programs and activities designed to engage families in improving student achievement and enhancing communication between parents/families and school staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision and general direction from the Director, District Turnaround. Works closely with district's Director of Parent Empowerment. In working at a school that receives Grant funding, this position also works collaboratively with external providers of technical assistance funded through the grants.

REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)*

Under direction, serves as a liaison between a school and the local community, between families and teachers, between parents and the school district, and with social agencies committed to the welfare of the students. **E**

Builds relationships and open communication with parents/families. **E**

Explains to parents/families the school's expectations for students. **E**

Provides strategies for parents/families to help students academically. **E**

Organizes and facilitates parent meetings and workshops, as requested by parents. **E**

Creates opportunities for parent participation in the classroom and provides a rich set of volunteer activities on campus so parents can serve in productive roles. **E**

Creates a comfortable family friendly resource room where families can meet, get to know each other, and discuss their interests and concerns; and stocks the family room with books, games, and learning materials that families can borrow. **E**

Conducts annual "Welcoming Atmosphere School Walk-Throughs" (NCPIE, 2005) and uses results to make improvements at the school campus. **E**

Develops and implements effective family involvement strategies. **E**

Participates in and supports district activities and programs for families. **E**

Assists in the recruitment of partners to become part of the district's family involvement programs. **E**

Involves parents/families in evaluation of parent meetings and workshops and surveys parents/families and school personnel to determine effectiveness of the programs. **E**

Promotes and publicizes district programs for families, community programs and activities. **E**

Works with community partners and families to identify resources for families in the community, and provides up-to-date referral information on community resources to teachers and counselors. **E**

QUALIFICATIONS

Knowledge of:

- Individual and community health and social problems encountered by the local population as they relate to school age children, enrollment in the school system and class attendance by students.
- Opportunities for professional development relating to parent involvement in order to gain new knowledge and skills.
- School objectives, programs and requirements.
- Community service agencies and resources.
- Family involvement strategies.

Ability to:

- Express complex ideas with clarity and precision in written documents.
- Maintain strong interpersonal and organizational skills.
- Handle multiple tasks simultaneously.
- Make effective public presentations of program information.

- Identify and relate effectively to cultural and sociological differences as they exist in the local population.
- Prepare clear, sound, accurate and informative reports.
- Maintain needed records and files.
- Communicate successfully with teachers, families, administrators, and students (including being bilingual, if needed).
- Thinks and acts in ways that respect ethnic, cultural and language differences.
- Assist teachers and staff members (on a non professional level) in explaining the school system and related educational programs (e.g., standards and assessments, test scores, report cards, etc.) to parents and other community members.

Skills:

- Computer literate.
- Experience in collaborative leadership.
- Able to write and speak clearly.
- Four years of experience working in parent education, parent advocacy programs or involvement programs.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to a bachelor's degree with course work in social services or related field; and, at least two years of work experience in the areas of social services or education.

Required License or Certificate:

- ***Possession of a valid California driver's license***
- ***Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire***

WORKING CONDITIONS

ENVIRONMENT:

Indoor and outdoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit and/or stand for extended periods of time.
- See and read a computer screen and printed matter with or without visual aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Lift and/or carry up to 25 pounds at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Walk over uneven ground.