

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
B DESCRIPTION
PARENT AND FAMILY ENGAGEMENT LIAISON

Classification: Classified
Salary Level: Classified Salary Schedule
Work Year: 216

JOB SUMMARY:

Under the supervision of the Superintendent, principal(s), and/or director based on the program, this position serves as the Parent and Family Engagement Liaison. The Liaison works closely with the Local Educational Agency's (LEA) principal(s), at-promise, special education staff, homeless, and foster youth designing, developing, and implementing parent and family engagement strategies aligned with the Local Control Accountability Plan. There will be various responsible program support activities, including ensuring student attendance, identifying potential program participants, and other support for students and families needing academic and community services. Serves program target populations and complies with program requirements. All staff members are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR:

Various, depending on the program

ESSENTIAL RESPONSIBILITIES:

1. Work closely with and under the guidance of the Site Administrator or designee to support parents as they work to meet their children's academic, behavioral and social-emotional needs
2. Monitor and support target students' attendance
3. Contact parents regarding student concerns as directed by the supervisor or Site Administrator
4. Organize and conduct home visits and school outreach efforts in collaboration with the principal or designee
5. Support effective parent and family engagement at school by coordinating parent education programs and presentations, including assisting teachers with and/or facilitating parent training and placing proactive and follow up phone calls
6. Help parents connect with resources that support the academic, behavioral, and social-emotional needs of their student(s)
7. Prepare and complete information for parent communication and education-related activities, including collecting and keeping accurate data regarding parent and family engagement opportunities
8. May be requested to use bilingual skills including verbal and written translations between families and schools of students served
9. Coordinate case plans with other agencies (e.g., homeless, drug and alcohol, migrant, etc.); refer parents and students to appropriate public and community services agencies
10. Distribute information related to school and parent programs, meetings, and other school activities in a language accessible to families and assist parents with understanding report cards, assessments, parent rights and responsibilities, school improvement, etc.

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT
B DESCRIPTION
PARENT AND FAMILY ENGAGEMENT LIAISON

11. Attends in-service training, programs, interagency meetings, and workshops, as appropriate
12. Performs other duties similar to the above in scope and function, as required

REQUIRED QUALIFICATIONS:

Knowledge of:

- Specific assigned programs, including the culture, the community, and social service agencies of the school district
- District and school policies directed at attendance and acceptable school behavior
- Modern office methods, procedures, and practices
- Proper English usage, grammar, punctuation, and spelling

Ability to:

- Communicate clearly and correctly orally and writing in English
- Enjoy working with students and ability to relate well to them
- Be encouraging and positive with students
- Work effectively with students, teachers, administrators, parents, and community members
- Attend occasional evening meetings
- Make visits to students' homes, as needed
- Learn the operations, procedures, policies, and requirements of assigned programs and operations
- Have (at a minimum) basic knowledge of Microsoft Office Products-Word, Excel, PowerPoint
- Communicate effectively in oral and written form
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Maintain positive relationships with staff, students, and the community

REQUIREMENTS

Education and Experience:

- Possession of a high school diploma or equivalent
- Pass the District's Bilingual Assessment (verbal and written)
- Any experience (paid or volunteer) working in an educational setting

Licenses and Certifications:

Valid California Driver's License

WORK ENVIRONMENT:

Light Physical Effort

- Normally located in a work environment with light physical qualifications and requirements
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.