

## Del Norte Unified School District

## Position Description

Position: Family Engagement Liaison	Salary Range: 116
Department/Site: District-Wide	FLSA: Non-exempt
Reports to/Evaluated by: Site Administrator	

### **Summary**

The Family Engagement Liaison serves as a resource for students and families to achieve and maintain standards of excellence in the curricular and attendance areas. The purpose of the position is to provide information on programs/services available to students and families as well as school and/or district activities and procedures; referring families to other agencies; and fostering an ongoing partnership between the home and school.

### **Distinguishing Career Features**

The Family Engagement Liaison works under the direction of the site administrator to serve as a liaison between teachers, parents, families, students, support staff and the community regarding educational programs, services and student issues in areas such as attendance, academics, behavior and health; provide related outreach, support, and guidance services.

### **Essential Duties and Responsibilities**

- Provide outreach, liaison and guidance services to assist in resolving student issues and problems in areas such as attendance, academics, behavior and health; work with families, teachers and others in developing and implementing strategies, goals and objectives for resolving student issues.
- Serve as an informational resource to student families, staff and others concerning school programs, services, attendance issues and other matters; respond to inquiries and provide information concerning related activities, standards, guidelines, practices, goals, objectives, processes, policies and procedures.
- Meet, confer with, and interview families in the identification of family needs and issues; provide information and materials to families to assist in the location and utilization of school and community services and resources; refer families to school services or community resources as appropriate.
- Compose, distribute and respond to a variety of correspondence related to students and support services; initiate and receive telephone calls; make home visits; schedule and arrange various student, parent and other appointments as assigned. Assist school staff with providing information and support for home school communications (i.e. newsletters, flyers, mailings, phone calls and digital communication).
- Arrange, schedule and request family participation in conferences, meetings and other activities; encourage family participation in various school and

community programs and services.

- Review student records in the identification and monitoring of student attendance and academic issues as assigned by the position; prepare and update SARB documentation as required.
- Encourage educational support and community involvement in families. Assist families to understand their opportunities and responsibilities that empower them to advocate for their children.
- Attend and participate in various meetings during school hours and outside of school hours as assigned.
- Perform other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

General principles, practices and techniques of providing educational assistance to families. Community and school resources, services and programs related to the needs of identified families. Basic interviewing and advisement techniques. Diverse academic, socioeconomic, cultural and ethnic backgrounds of identified students and families. Problems and concerns of identified students. Oral and written communication skills. Correct oral and written usage of English and a designated second language. Modern office practices, procedures and equipment. Interpersonal skills using tact, patience and courtesy. Correct English usage, grammar, spelling, punctuation and vocabulary. Operation of a computer and assigned software. Record-keeping and filing techniques. Basic public relations techniques.

### **▪ Abilities**

Serve as a liaison between teachers, parents, students, support staff and the community regarding educational programs, services and various student issues. Provide outreach, liaison and guidance services to assist in resolving student issues and problems in areas such as attendance, academics, behavior and health. Serve as an informational resource to parents, staff and others concerning school programs, services, attendance issues and other matters. Work with parents, teachers and others in developing and implementing strategies, goals and objectives for resolving student issues. Translate oral and written communications between English and a designated second language. Meet, confer with and interview parents in the identification of educational needs and issues. Refer families to school and community resources and services as appropriate. Learn policies and objectives of assigned programs and activities. Operate a variety of office equipment including a computer and assigned software. Understand and follow oral and written instructions. Meet schedules and time lines. Maintain various records and files. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Maintain regular and consistent attendance. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups.

- **Physical Abilities**

Requires ordinary ambulatory skills to travel to outside offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires sufficient auditory skills to carry on conversations in person and over the phone and project voice to a large audience. Requires sufficient hand-arm-eye coordination to use a personal computer keyboard.

- **Education and Experience**

Any combination equivalent to: Graduation from high school and two years of experience working with students or families in a social services or educational environment.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors with frequent exposure to health and safety considerations.