

FAMILY AND COMMUNITY ENGAGEMENT LIAISON
Salary Schedule 5 Range 3.5

DEFINITION

Under the direction of the Director of Student Services, the Family and Community Engagement Liaison will promote District services and assist with connecting families to District and community services to promote active participation of families in the education of their children.

EXAMPLE OF DUTIES

1. Implements a variety of district services and programs designed to increase family involvement and improve the overall educational experience for students and families
2. Directs parents and families to school, district and community resources.
3. Assists district staff maintain social media and website posts
4. Other duties as assigned by the Director of Student Services designee related to the Family and Community Engagement Position.

DESIREABLE QUALIFICATIONS

Ability to:

1. Communicate clearly and efficiently in both written and oral formats
2. Demonstrate a willingness to work with educators in promoting improved home-school relations
3. Work effectively with parents/guardians, families, and staff

Knowledge of:

1. Word processing, spreadsheet software, data processing

EXPERIENCE

1-3 years of experience in community relations or related activities with adults and/or parents

EDUCATION

High School Diploma

Incorporated within one or more of the following previously mentioned essential functions of this job description are the following essential requirements:

- | | |
|----------------------------------|---------------------------------|
| 1. Seldom = Less than 25 percent | 3. Often = 51 – 75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 and above |

Seldom:

- | | |
|----------|--|
| <u>1</u> | a. Ability to lift 50 pounds |
| <u>1</u> | b. Ability to carry 20 pounds |
| <u>2</u> | c. Ability to use dominant hand repeatedly |
| <u>4</u> | d. Ability to work at a desk |
| <u>3</u> | e. Ability to use both hands repeatedly |

PERSONNEL

- 2 f. Ability to reach in all directions
- 4 g. Ability to sit for extended periods of time
- 2 h. Ability to bend and twist, stoop, kneel, push and pull
- 4 i. Ability to see for the purpose of reading printed matter
- 4 j. Ability to hear and understand speech at normal levels
- 4 k. Ability to communicate so others will be able to clearly understand a normal conversation

Adopted: September 14, 2021