

Parent/Community Liaison Job Description

Purpose: The Parent/Community Liaison will provide family resources and serve as a liaison within the Turner community. To accomplish this purpose, the Parent/Community Liaison works closely with parents, students, the community, staff, and administration.

Responsible to: Director of Public Relations

Payment Rate: Salary and benefits as established by the Board of Education.

Qualifications:

1. Bachelor's Degree from an accredited college/university preferred.
2. Excellent communication skills.
3. Proficient computer skills including Microsoft Office Suite and the ability to learn new software. Photography and creative skills preferred.
4. Knowledge about district and community is preferred.
5. Health and inoculation certificate on file in the Central Office.

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Occasionally requires stooping, bending, and reaching.
4. Must work in noisy and crowded environments.
5. Requires some travel.
6. May require evening and weekend work.

Essential Functions:

1. Coordinate resources and information for families of the Turner School District by serving as a liaison within the district and in the Turner Community.
2. Maintain a regular presence at district and school events.
3. Provide a consistent and positive first impression for the community and families.
4. Excellent interpersonal/communication skills (communication, problem solving, conflict management, collaboration); enjoys working with a variety of perspectives and life experiences and seeks to include people in team-based processes.
5. Highly organized with effective project management approaches for prioritizing, coordinating multiple agencies' meetings and tasks.
6. Strong strategic and analytical skills and creative problem solving.
7. Coordinate with community agencies as needed to assist parents.
8. Ensure that school programs and activities conform to district guidelines.
9. Communicate openly and effectively with all members of the school district, community, staff and students.

10. Work effectively with community organizations and other schools.

General Responsibilities:

1. Facilitate and monitor school site councils.
2. Attend neighborhood community meetings to share district progress.
3. Provide “trainings” to staff and parents on topics assigned.
4. Maintain district community partnership “map” and contact each agency.
5. Work with district Social Workers and Parent Educators to provide content to families.
6. Monitor the Title I parent involvement plan for each school-wide building.
7. Coordinate the parent Bully Prevention committee with the Assistant Superintendent of Student Services.
8. Attend PTA Council as the district representative.
9. Facilitate building tours with alumni organizations.
10. Contact new families to the district and coordinate requested services as needed.
11. Comply with legal and regulatory requirements as provided by state and federal law.
12. Maintain a presence at city, county, and state events.
13. Attend meetings of the Turner Days committee.
14. Respond to change in a productive manner.
15. Facilitate meetings of the Diversity, Equity, and Inclusion committee as directed.
16. Attend professional development and specified trainings to enhance knowledge and skills.
17. Stay abreast of new technologies to facilitate and support student learning, data management, and communication.
18. Coordinate local community service opportunities for students.
19. Coordinate and attend student tours of local businesses.
20. Serve as the district representative for the WyCo Spelling Bee.
21. Assist the Director of Public Relations with events as requested.
22. Support student improvement plans and District curriculum.
23. Communicate with the Director of Public Relations on topics of public concern.
24. Other duties as assigned by the immediate supervisor or Superintendent.

Term of Employment: 204 days, July 1, through June 30.

Evaluation: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

Approved: