

Parent/Community Liaison Job Description

Purpose: The Parent/Community Liaison, provides family support services and assists with enrollment support. They will also promote and serve as a resource for district-wide early literacy. In order to accomplish this purpose, the Parent/Community Liaison works closely with parents, students, the community, staff, and administration.

Responsible to: Communications and Public Relations Director

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

Qualifications:

1. Bachelor's Degree from an accredited college/university.
2. Current Kansas State Teaching Certificate on file in Central Office.
3. Excellent communication skills.
4. Proficient computer skills including Microsoft Office Suite and the ability to learn new software.
5. Knowledgeable about district and community preferred.
6. 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. Provide a consistent and positive first impression for the community and families.
3. 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.
4. Highly organized with effective project management approaches for prioritizing, coordinating multiple agencies' meetings and tasks.
5. Strong strategic and analytical skills and creative problem solving.
6. Coordinate with community agencies as needed to assist parents.
7. Ensure that school programs and activities conform to district guidelines.
8. Communicate openly and effectively with all members of the school district, community, staff and students.
9. 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. Creates and facilitates engaging and ongoing professional development, presentations and trainings to childcare workers, Pre-K teachers and parents as teachers.

4. In collaboration with stakeholders, develop and implement a plan to promote early literacy investments within the city.
5. Support stakeholders and agencies to implement the shared agreement to support increased birth to age eight literacy strategies.
6. Provide quarterly parent “trainings” on topics selected annually by the Parent Advisory Council.
7. Promote and support the Kansas Can Vision and the Kansas State Board of Education’s goal of Kindergarten readiness and identify pathways for transition from pre-K to K.
8. Facilitate Community Advisory Council with Superintendent.
9. Create district community partner “map” and contact each agency.
10. Work with district Social Workers and Parent Educators to provide content to families.
11. Consider support groups to follow parent training sessions.
12. Monitor Title I parent involvement plan for each school wide building.
13. Coordinate parent Bully Prevention committee with Assistant Superintendent of Student Services.
14. Attend PTA Council as the district representative.
15. Lead group processes with small and large groups of learners of all ages.
16. Coordinate effective service needs for families.
17. Comply with legal and regulatory requirements as provided by state and federal law.
18. Respond to change in a productive manner.
19. Attend professional development and specified trainings to enhance knowledge and skills.
20. Stay abreast of new technologies to facilitate and support student learning, data management, and communication.
21. Keep current on changes and developments in early literacy by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
22. Support student improvement plans and District curriculum.
23. Communicate with the Public Relations Director on topics of public concern.
24. Other duties as assigned by the immediate supervisor or Superintendent.

Term of Employment: 209 days, July 1, through June 30.

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

Approved: