



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Family Liaison (Title I)**

Position Type: Classified	Department: School Campus
Salary Schedule: Classified	Reports to: Principal
Salary Range: 14	Location: Campus
Term of Employment: 9 months	Date: June 13, 2024
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Supports and promotes parent engagement on a Title I campus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

Supports and promotes parent engagement on a Title I campus through Constantino's Principles: Creating a culture engages every family, Communicate effectively, Empower families, Engage Families in decision- making, Engage in the greater community.

• **Communication:**

- Assists teachers and parents to set up parent-teacher conferences, and meetings as needed throughout the school year.
- Arranges for language translators to assist families as needed.
- Organizes parent/student pickup of report cards and testing reports.
- Provides regular useful notices, memos, phone calls, newsletters and other communications.

• **Creating a Culture to Engage Families:**

- Ensures front office is welcoming, parents are greeted as they come in, and provides maps and directions to support parents around campus.
- Organizes workshops, videotapes, computerized phone messages on, for example: parenting, nutrition, car seat safety, and child rearing at each age and grade level.

- Organizes parent education and other courses or training for parents (e.g., GED, college credit, family literacy).
- Provides information about family support programs to assist families with health, nutrition, and other services.
- Makes home visits when necessary.
- Organizes neighborhood meetings to help families understand schools and to help schools understand families.
- **Engage Families in Decision Making:**
 - Organizes school and classroom volunteer programs to help teachers, administrators, students and other parents.
 - Maintains parent room or family center for volunteer work, meetings, and resources for families.
 - Surveys parents to identify all available talents, times and locations of volunteers.
- **Empowering Families:**
 - Provides information for families on skills required for students in all subjects at each grade.
 - Provides information on homework policies and how to monitor and discuss schoolwork at home.
 - Provides information on how to assist students to improve skills on various class and school assessments.
 - Provides calendars with activities for parents and students at home.
 - Organizes family math, science, and reading activities at school.
 - Provides summer learning packets for activities.
 - Facilitates family participation in setting student goals each year and in planning for college or work.
- **Engage in the Greater Community:**
 - Collaborates with active PTA/PTO or other parent organizations, advisory councils, or committees (e.g., curriculum, safety, personnel) for parent leadership and participation.
 - Encourages parents to participate in district-level councils and committees for family and community involvement.
 - Provides information for students and families on community health, cultural, recreational, social support and other programs or services.
 - Provides information on community activities that link to learning skills and talents, including summer programs for students.
 - Arranges opportunities to provide service to the community by students, families, and schools (e.g., recycling, art, music, drama, and other activities for seniors).
 - Reaches out to businesses in the community to engage support for local school.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Demonstrates the ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively speak simple sentences and understand simple instructions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Wash dishes daily and general kitchen cleanup

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.