

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FAMILY, SCHOOL, COMMUNITY LIAISON

BASIC FUNCTION:

The Family, School, Community Liaison understands and demonstrates Elk Grove Unified School District's Department of Community and Family Engagement philosophy and FACE Pillars for serving families, schools and the community. The Liaison serves as a culturally and linguistically responsive bridge between all families, schools, students, teachers, administrators, school staff, and community.

ESSENTIAL FUNCTIONS:

Consult, coordinate, and collaborate with school personnel (administration, teachers and school site staff) to establish and maintain ongoing family communication and activities which support and link learning to social/emotional wellness and academic achievement at home and school.

Recruit families and staff; coordinate and manage family engagement activities with site and district programs and serve on committees as needed. In addition, recruit, coordinate and manage site family volunteers.

Assist in the coordination, planning, and implementation of major site events, such as but not limited to: Family Nights, Open House, Back to School, and district events, such as the district-wide Parent Conferences but not limited to the above events.

Help facilitate communication among and between families, students, , teachers, administrators, school staff and the community.

Assist in drafting and designing materials such as flyers, bulletins, newsletters and brochures and videos for family outreach events.

Assist as a presenter/facilitator for family engagement workshops, inservices and activities.

Serve as member of and/or participate in Site/District meetings related to families and family engagement as needed

Establish and maintain collaborative relationships with community agencies, the school district's community Partnerships Coordinator and district departments including the Student and Family Empowerment (SAFE) Centers.

Serve as an information resource for site family engagement, district-wide family engagement efforts and district instructional programs.

Maintain and provide a resource and referral contact directory of school, district and community services available to meet the multiple needs of families.

Assist families/guardians to understand their rights and responsibilities that will empower and give agency to help become advocates for quality education.

Perform related duties as assigned.

Attend professional development and learning opportunities as needed.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community/family service agencies and local business.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Basic computer operation.

Record-keeping techniques.

ABILITY TO:

Work with families from various ethnic and socioeconomic backgrounds.

Establish and maintain effective working relationships with others.

Be highly responsive, flexible, culturally responsive, empathetic, team-oriented, perceptive, self-aware, creative, curious, resourceful, imaginative, adaptable, connected, persistent, resilient, and optimistic.

Take initiative.

Communicate effectively both orally and in writing.

Maintain confidential records.

Maintain consistent, punctual and regular attendance.

Effectively operate standard office equipment including a computer and assigned software.

Effectively communicate in order to exchange and understand information.

Effectively read and analyze a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to graduation from high school supplemented by knowledge or experience within the district region you will serve and experience and education in family and community engagement; active in community activities and programs which promote family engagement are desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Transportation to conduct work.

BOARD APPROVED: