

STUDENT, FAMILY, AND COMMUNITY ENGAGEMENT LIAISON

DEFINITION

Liaises with school sites, regions, and central offices to provide assistance, guidance, and support in establishing, reviewing, modifying, and implementing plans for student empowerment, family engagement, or other related student, family, & community programs.

TYPICAL DUTIES

Assists school sites, regions, and central offices with the review and establishment of effective plans for student empowerment, family engagement, or related programs by providing guidance, trainings, and recommendations for improvement.

Plans and coordinates the logistics of various conferences, professional development opportunities and events, meetings, and advisory councils/committees.

Provides guidance and assistance to administrators and staff regarding the formation and implementation of advisory councils.

Creates and revises training materials, toolkits, guidelines, handbooks, resource/facilitator guides, agendas, scripts, surveys, and related documents or materials.

Reviews information from surveys to determine student and family priorities, concerns, and/or questions and makes recommendations.

Liaises with District administrators and staff to respond to family inquiries and concerns.

Establishes and maintains relationships with local organizations, groups, and coalitions to obtain resources and support for student empowerment, family engagement, and other related student/family/community programs.

Uses multiple communication and social media platforms to provide or seek information from District staff, students, families and/or the community.

May assist student leaders and staff at school sites with collecting student and/or family input on the Local Control and Accountability Plan (LCAP).

May facilitate meetings between administrators, staff, and/or students.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Student, Family, and Community Engagement Liaison assists with establishing, modifying, and implementing effective procedures and best practices for student, family, or community initiatives.

The Family and Community Engagement Specialist assists staff with developing, implementing, and evaluating family and community engagement programs for families of Title I students.

A Senior Parent Community Facilitator assists an administrator or a program team by providing District-wide training and guidance to administrators, parents, community, Parent Community Facilitators, and students where appropriate regarding State and federal policies and election procedures of the parent/community programs.

SUPERVISION

General supervision is received from an administrator. Work direction may be exercised over lower-level employees and/or student workers.

CLASS QUALIFICATIONS

Knowledge of:

Federal, State, and local policies, rules, laws, and regulations pertaining to student/family/community programs.

District policies and procedures, best practices, goals and objectives, organizational structure, functions, and computer systems and software.

Research techniques and sources of information regarding student/family/community programs.

Event planning and logistics, including timely event planning and scheduling

Running meetings and making presentations

Correct spelling, punctuation, and grammar

Computer software including Word, Power Point, Excel, and desktop publishing.

Microsoft Windows Operating Systems

Ability to:

Prioritize and oversee multiple projects while working effectively under pressure

Communicate clearly, tactfully, and effectively both orally and in writing

Establish and maintain effective and harmonious working relationships with administrators, teachers, other agencies, the public, families, and students from all racial, ethnic, and socio-economic groups.

Handle conflict in a fair, just, and open manner and remain calm and pleasant under stressful situations

Think critically and use good judgment in recognizing when to take action or to defer to others as appropriate

Collect, organize, and explain information that is pertinent to student/family/community programs

Operate standard office equipment, computers, and related software application programs.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in, education, leadership, psychology, sociology, or a closely related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Two years of experience developing and implementing training for a youth, family, or community program.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTES

Employees in this classification may be required to work evenings and weekends.
Travel to locations throughout the District may be required.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
10-05-23
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