

YKSD JOB DESCRIPTION



JOB TITLE: Family Literacy Liaison	
SUPERVISOR: Assistant Director of State and Federal Programs	LOCATION: Fairbanks
HOURS: 7.5 (some evenings and weekends)	CLASSIFICATION: CLASSIFIED
DAYS: 260	RANGE: K, \$28.00/hour DOE

***This position is grant-funded and contingent upon the funding associated with State and Federal Programs grants—the anticipated grant end date of September 2030. Although the grant is expected to end on that date, additional funding may be obtained to extend the grant beyond its end date. If that were to occur, your employment under the grant might also be extended. However, you should be aware that your employment as a staff employee of the Yukon Koyukuk School District is considered to be at will and may be terminated by you or the YKSD at any time, regardless of the end date of the grant.*

GENERAL RESPONSIBILITIES

The Family Literacy Liaison will support literacy and reading proficiency. The job of the Family Literacy Liaison was established for the purpose/s of enlisting parental involvement in students' educational programs; working with teachers in identifying and achieving goals; accessing support services; creating literacy nights, kits, and other activities to foster family literacy engagement; and facilitating positive parent, school, and student relationships.

DUTIES & EXPECTATIONS

1. Coordinate Community Liaison/parent/teacher participation, organizing meetings and educational opportunities for program participants, and encourage leadership development (e.g., parenting skills, volunteer training) to foster parenting skills, understanding of school processes, and parent/student success.
2. Maintains a variety of manual and electronic files and/or records (e.g., program participation, contact sheets) for the purpose of providing required information and/or documentation.
3. Participates in workshops, meetings, community events, etc., for the purpose of receiving and/or presenting information.
4. Prepares a variety of written materials (e.g., newsletters, reports, logs, memos, handouts) for the purpose of documenting activities, providing written reference, and/or conveying information.
5. Organizes family engagement kits, book distributions, literacy nights, and other family activities.
6. Some evening and weekend work will be required. Travel in a small aircraft is required.
7. Other duties as assigned.
8. Supports implementation of district-wide literacy initiatives, including River of Knowledge activities, family literacy events, and MTSS-aligned engagement strategies.
9. Other duties as assigned.

Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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SKILLS, KNOWLEDGE & ABILITY

Specific skill-based competencies required to perform the job functions satisfactorily include planning and managing activities, preparing and maintaining accurate records, and operating standard office equipment, including relevant software applications.

Specific knowledge-based competencies required to perform the job functions satisfactorily include procedures, methods, techniques, and strategies related to the development of school and community liaison processes.

Specific ability-based competencies required to perform the functions of the job satisfactorily include: scheduling several activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment such as computers, printers, copiers, video-conferencing system, and whiteboard; establishing and maintaining constructive relationships; adapting to changing work priorities; written and oral communicating with staff and community members, maintaining confidentiality; setting priorities; and working flexible hour Problem-solving is necessary to identify issues and develop effective action plans. Problem-solving with data requires independent interpretation of guidelines, and problem-solving with equipment is limited.

PRIMARY WORKING CONTACTS

Administrators, teachers, counselors, students, and parents.

EVALUATION

Annual written evaluation

QUALIFICATIONS

Education:

High School diploma required. Associate's degree or higher preferred

Experience:

Must have experience working with parents and community services.

Requirements:

- Valid Alaska driver's license.
- Excellent written and communication skills.
- Extensive knowledge of Alaska Native communities.