

Auburn School District

Job Title: Family Engagement Liaison

Reports to: Building Administrator

Unit Classification: PSEA

Duties and Responsibilities:

- Collaborate with students and families in a professional, respectful, and confidential manner.
- Establish and maintain positive working relationships with students, families, volunteers, school staff, and community members.
- Plan and facilitate support services and activities based on identified needs.
- Develop and implement an annual Fall/Winter/Spring/Summer plan aligned with the 4 Equity Partnership Recommendations; share the plan with school principals.
- Collaborate with families and school administrators to identify priority areas for professional learning that benefit both staff and families.
- Provide staff with resources and professional learning opportunities to strengthen school-wide family engagement.
- Support school administrators and staff in fostering an inclusive school environment where all families feel welcomed, respected, and valued, with attention to the experiences of BIPOC, bilingual, and students receiving special education services.
- Assist families in accessing communication tools and navigating school systems such as Skyward, Remind, bilingual communications, the IEP process, and other district resources.
- Participate in home visits with school administrators and staff when appropriate.
- Support families in connecting with community resources; maintain partnerships with agencies and organizations serving school communities.
- Plan and coordinate family engagement events in partnership with community organizations.
- Collaborate with school staff (e.g., counselors, administrators, teachers) to coordinate services that support students and families.
- Compile and regularly update a list of available community resources and share with school staff.
- Support families of targeted students in identifying strengths and needs; assist in developing support plans.
- Facilitate opportunities for students and families to co-create learning goals and collaborate with teachers.
- Partner with students and families to explore solutions that enhance student learning experiences, access, and outcomes.
- Communicate consistently with classroom teachers to ensure coordinated support for students and families.
- Perform other related duties as assigned.

Minimum Knowledge, Skills, and Abilities:

- High school diploma or equivalent required; associate's degree in social services, Human Services, Education, or a related field preferred.
- Minimum of three years of experience in a related position involving direct service to families, students, or communities.
- Bilingual proficiency may be required depending on the needs of the school community.
- Demonstrated ability to build trust and establish positive relationships with diverse families, school staff, and community partners.

- Training and/or experience working with racially, ethnically, linguistically, and culturally diverse populations.
- Strong interpersonal skills with the ability to communicate clearly and effectively with individuals and groups of varying backgrounds, ages, and education levels.
- Proficient in oral and written communication.
- Experience using computers and standard business software (e.g., Microsoft Office, Google Workspace, student information systems such as Skyward, and communication platforms such as Remind).
- Ability to maintain confidentiality, professionalism, and appropriate boundaries when working with students and families.
- Skilled in problem-solving, conflict resolution, and navigating complex systems or processes to support family needs.
- Demonstrated initiative, flexibility, and ability to work both independently and collaboratively as part of a school team.
- Knowledge of local community resources and support services available to families.
- Ability to organize, plan, and facilitate family engagement events and activities that promote positive school-community relationships.
- Commitment to fostering inclusive school environments where all families feel respected, valued, and heard.
- Ability to maintain a clean and organized workspace and present oneself in a professional manner.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".

Working Conditions:

Physical Demands – The position requires a combination of office-based work and movement throughout school and community settings. Frequent sitting, standing, walking, and engaging in conversations with students, families, and staff are expected. The role involves regular use of a computer and other office equipment, requiring fine motor skills and finger dexterity. Occasional lifting, carrying, pushing, or pulling of materials or event supplies weighing up to 25 pounds may be necessary.

Work Environment – Work is performed in various settings including school offices, classrooms, family homes (during home visits), and community locations. The position requires frequent face-to-face interaction with students, families, school staff, and community partners, and demands a high level of cultural sensitivity, professionalism, and discretion. The work environment may include moderate noise levels and periods of high activity, especially during events. Occasional travel between schools and to community-based meetings or events is required.

This role requires flexibility in scheduling, including occasional evening and weekend hours to accommodate family engagement events, meetings, or community outreach activities. The employee may encounter emotionally charged situations or individuals in distress and must be able to navigate these interactions with empathy and professionalism.