

**JOB TITLE:** Family Engagement Liaison

**DEPARTMENT:** Education Service Center

**REPORTS TO:** Executive Director of Assessment/Federal Programs

**FLSA STATUS:** Exempt

**EMPLOYMENT STATUS:** 12-Month Contract

---

## **MINIMUM JOB REQUIREMENTS**

**Education:** High School Diploma or equivalent required. Bachelor's degree in education, family engagement, social work, or related field preferred.

**Experience:** 3+ years in family/community engagement, education, or program coordination preferred. Experience working with federally funded programs (Title I or similar) and before/after school programs preferred.

**Skills:** Strong communication and interpersonal skills with the ability to build positive relationships with families, staff, and community partners. Knowledge of family engagement strategies, and effective outreach practices. Ability to plan, coordinate, and evaluate family engagement events and services. Proficient in Microsoft Office, Google Workspace, and data tracking systems.

## **ESSENTIAL JOB FUNCTIONS**

These statements describe the major responsibilities of the position and are not intended to represent an exhaustive list of all duties.

- Plan, implement, and evaluate family engagement activities aligned with Title I requirements and district goals.
- Provide support to families to increase student achievement, including parent workshops, training sessions, and resource connections.
- Collaborate with school administrators, teachers, and support staff to ensure meaningful family involvement is embedded in instructional programs.
- Assist in the coordination and delivery of before- and after-school programming to ensure family access to extended learning opportunities.
- Maintain accurate documentation of family engagement activities, parent participation logs, surveys, and feedback for compliance reporting.
- Serve as a liaison between families, schools, and community resources to reduce barriers to student success.
- Assist with planning, supervision, and coordination of before- and after-school programs to promote academic support and enrichment opportunities.

- Contribute to professional development for staff on effective family engagement strategies.
- Prepare reports and assist with monitoring processes required under Title I regulations.

## **ESSENTIAL BEHAVIOR**

- Demonstrates initiative, cultural sensitivity, and professionalism in all interactions.
- Maintains a high level of dependability and discretion when working with families and student information.
- Exhibits the ability to problem-solve and build trust with diverse stakeholders.

## **ATTENDANCE STATEMENT**

Able to be in attendance for assigned responsibilities with a minimum of 95% attendance.

## **ENVIRONMENTAL CONDITIONS**

Primarily inside working conditions with minimal exposure to extreme environmental conditions.

## **PHYSICAL STANDARDS**

- Sitting, walking, and standing for extended periods.
- Talking and hearing to communicate effectively with families and staff.
- Manual dexterity to operate a computer and office equipment.
- Ability to lift up to 25 lbs. for event setup or material handling.
- Occasional bending, stooping, or reaching to perform job duties.