

Title I Parent Liaison Responsibilities

Hourly Rate: \$15.00
28.5 Hours Per Week Maximum



- Applies Joyce L. Epstein's Six Types of Involvement to develop a comprehensive family engagement program:
 - 1. Parenting-** Assist families with parenting skills,
 - 2. Communicating-** Conduct effective communication from school-to-home and home-to-school,
 - 3. Volunteering-** Organize volunteers and audiences to support the school and students,
 - 4. Learning at Home-** Involve families in their child's education,
 - 5. Decision Making-** Include families as participants in school decisions and develop leaders and representatives,
 - 6. Collaborating with the Community-** Coordinate resources and services from the community for families and students
- Attend quarterly Title I meetings
- Develop a budget for school-based family engagement events
- Collaborate with administrators, ILT and school staff to plan and implement family and community engagement activities that reach school goals for student success
- Create S.A.N.E documents for family engagement events
- Create and distribute flyers for family engagement events
- Attend all school-based family engagement events
- Support all district-wide family engagement events
- Attend school and community meetings, as needed
- Coordinates with the Title I Office to ensure that English as a second language families receive information in their native language
- Compile survey data after family engagement events and disseminates the data to school staff
- Collaborates with school staff and parents to develop the parent compact and ensures that it is disseminated to all families
- Collaborate with MSDE to ensure that the Family Engagement Plan and Compact meet MSDE standards and expectations
- Collaborate with PTO to increase family engagement at the school level
- Conduct small and large group parent trainings
- Participate in home visits
- Communicate with parents and teachers to be a bridge between the home and school
- Support families by advocating for students needs
- Attend professional development opportunities to increase his/her family engagement capacity
- Enlist families and community members to volunteer within the school
- Maintain a family engagement binder for Title I Program Review
- Serves as a member of the school planning team and participates in the development of the 4 Components of a School-wide Plan
- Assist families with the registration process
- Submit timesheets and logs biweekly
- Other duties as assigned

This is an hourly/temporary position funded solely by Title I, Part A funds.

Updated 05/06/2019