

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

Title: Parent Liaison/Bilingual Parent Liaison

Qualifications (All positions):

1. Paraprofessional license or ability to obtain license
2. Knowledge of and ability to relate to a culturally and linguistically diverse learning community
3. Excellent human relations and communications skills
4. Experience with parent outreach program development (preferred)
5. A record of work experience with children and adults in an educational setting (preferred)
6. Experience or familiarity with the educational system (preferred)
7. Degree in area of social services or advocacy (preferred)

Additional Qualifications (Bilingual positions):

8. Bilingual and bi-literate (English/Targeted Non-English Language)
9. Knowledgeable about the needs and challenges of immigrant families and English language learners
10. Bicultural background or familiarity with the culture of the Targeted Non-English Language population (preferred)

Reports To: Director of Student, Family, and Community Engagement and Director of ESL & Bilingual Education, or designees

Supervises: N/A

Objective: To help the District provide programs that will improve achievement for targeted groups of students while establishing positive lines of communication between the home, school and community

Performance Responsibilities:

- A. Serves as a liaison between school, home, and related community agencies
- B. Makes home visits as necessary to build and maintain two-way communication between families and the schools
- C. Makes home visits at the request of Principals and/or Teachers to exchange ideas, relay information, and discuss concerns
- D. Maintains current records/files on student needs, family needs, and community resources
- E. Collaborates with parents and staff to facilitate the development and implementation of parent outreach, support, and educational programming for efficient use of resources
- F. Collaborates with others to develop District-wide outreach program with clearly defined goals and strategies for achieving the goals
- G. Collaborates with other district personnel to facilitate staff development in client relations, cross-cultural understanding, and home school partnership
- H. Facilitates partnerships between schools and community organizations for the purpose of providing support to improve student learning and/or parental involvement
- I. Gathers data and reports progress of the District's outreach efforts
- J. Keeps administration abreast of community needs and concerns and the effectiveness of outreach programs
- K. Serves as an emergency contact person for families in crisis
- L. Serves as an advocate for parents, informing them of their rights, roles, and how they can make educational contributions for their children
- M. Works to increase awareness of District schools and staff regarding the needs, rights, roles, and contributions of targeted students, their parents, and families
- N. Provides direct support and coordinates support for families during critical school periods, such as registration and parent/teacher conferences
- O. Works with schools and departments to modify support systems and communication contact procedures
- P. Develops parent support networks in the District
- Q. Participates in the District's parent involvement committee meetings, as directed

- R. Works collaboratively with schools and district departments to ensure that appropriate support (including translation and advocacy services, if appropriate) is provided for parents and families at special meetings, conferences, and other appropriate times
- S. Performs other related duties as assigned

Terms of Employment: Work year to be established by the Board of Education; salary and benefits as stipulated in the collective bargaining agreement (Parent & Mentor Coordinators pay lane)

Evaluation: Performance will be evaluated by the Director of Student, Family, and Community Engagement or Director of ESL & Bilingual Education, or designees, in accordance with the District's plan for evaluation of Educational Support Professionals (CESP)

FLSA Status: Non-Exempt

Status: English Language Learner (ELL) Parent Liaison Position Created February 8, 2012
Parent Coordinator, Title I Program Position Created November 18, 1996
Parent Coordinator, Early Childhood Program Position Created November 18, 1996
Last Revised/Re-titled (with CESP input and consent) September 20, 2017