



Evanston/Skokie School District 65 Job Description

Evanston/Skokie School District 65 is Committed to equitable outcomes for all children, racial equity, restorative justice practices, innovative learning, collaborative teaming, and building community.

Title: Family and Community Engagement (FACE) Liaison

Reports to: Director of School Climate

POSITION SUMMARY: The Family and Community Engagement (FACE) Liaison will provide support to identified students and families with transitioning environments for the purpose of ensuring academic and social success. Additionally, the FACE Liaison lead support efforts for enlisting parental involvement in students' educational programs; working with parents and students in identifying and achieving goals; accessing support services; and facilitating positive parent, school and student relationships. The FACE Liaison will work under direct supervision of the Director of School Climate.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Administers programs/activities to bridge the gap between home and school for the purpose of helping parents get information and support needed to ensure their students' academic and social success in compliance with established guidelines.
- Collaborates with Director of School Climate and School Leadership Teams to identify appropriate student caseloads.
- Develops and implements a mentoring program for students assigned to their caseload in collaboration with the Director of School Climate that includes but is not limited to weekly relationship building activities, school-to-home support and goal setting.
- Assesses family and student needs to develop and implement an action plan to remove barriers to child's success in school.
- Visits families and students in their homes to engaging parents, informing parents/students of school and/or community resources.
- Connects parents, teachers, staff, and students with health plans, classroom learning plans, and nutrition plans (e.g. school supplies, athletic programs, medical/dental/vision assistance, food/clothing/housing assistance mental health resources, after school activities, school expectations, etc.) for the purpose of establishing and writing family goals, plans, and success strategies.
- Implements a variety of programs to involve parents, students, and the community in school affairs to establishing familiarity with programs, services, and processes.
- Maintains a variety of confidential and non-confidential records (e.g. program participation, contact sheets, time sheets for tutor programs, student logs, etc.) for the purpose of providing required information and/or documentation.
- Participates in a variety of meetings, workshops and committees (e.g. serves as liaison for parents, child advocate; conventions, classes and seminars to increase parent involvement, decrease attendance issues, decrease dropout rates, updates on laws that pertain to foster care, etc.) for the

Family and Community Engagement (FACE) Liaison

purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

- Plans family meetings and parent involvement events (e.g. restorative practices, emotional, physical and academic support; clubs and groups, etc.) or the purpose of providing for family support needs and complying with established guidelines.
- Processes documents and materials for the purpose of documenting activities, disseminating information to appropriate parties, and meeting program requirements.
- Reports suspected incidents to appropriate parties for the purpose of maintaining personal health and safety for students and adhering to district and/or school policies.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, community agencies, auditors, students, etc.) for the purpose of providing information and/or direction as may be required.
- Performs any other duties as assigned.

COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Conflict Resolution: Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.

Diversity Commitment: Shows respect and sensitivity for cultural differences. Educates others on the value of diversity. Promotes a harassment-free environment. Builds a diverse workforce. Demonstrates knowledge of EEO policy.

Judgment: Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.

Planning & Organization: Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.

Problem Solving: Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.

Family and Community Engagement (FACE) Liaison

Relationship Building: Builds rapport across the organization. Establishes collaborative relationships to achieve objectives. Seeks win-win solutions to conflict. Develops network of professional contacts. Displays empathy and tolerates diverse viewpoints.

Safety & Security: Observes safety and security procedures. Determines appropriate action beyond guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.

Teamwork: Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education:

60 credit hours from an accredited institution or an Associate's Degree in related field.

Experience:

3-5 years of related experience with youth preferred.

Language Skills:

Reads and interprets documents such as safety rules, operating and maintenance instruction, and procedure manuals. Writes routine reports and correspondence. Speaks effectively before groups of individuals.

Mathematical Skills:

Adds, subtracts, multiplies, and divides in all units of measure, using whole numbers, common fractions, and decimals. Computes rate, ratio, and percent and draws and interprets bar graphs.

Reasoning Ability:

Applies common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deals with problems involving several concrete variables in standardized situations.

Computer Skills: Microsoft Office, Google Drive, Branching Minds

3

Family and Community Engagement (FACE) Liaison

PHYSICAL DEMANDS:

Physical Activities:

Standing Walking Sitting

Lifting Demands:

Up to 10 pounds

Up to 35 pounds

Reaching Activities:

Dominant hand

Non-Dominant hand

Both dominant and non-dominant hand

Overhead

OTHER REQUIREMENTS:

This position requires traveling to various school sites, work locations, and/or community organizations throughout the district.

DISTRICT EXPECTATIONS: All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and Strategic Plan; to engage in civility, respect, professionalism, and collaborative teaming; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

FLSA Status: *Exempt*

Salary Schedule: \$45,000 - \$63,000

Bargaining Unit: NA

Approved Date: 5/2022

