

POSITION DESCRIPTION

Position:

Cultural Liaison – African American

Purpose:

Serve as an integral member of the student support teams at the middle and high school levels by providing cultural expertise that fosters an inclusive school climate, supports equitable access for African American students and families, and promotes high academic achievement by addressing and eliminating racial disparities.

Primary Customers:

Internal: Administration, staff, students

External: Families, community partners

Position Qualifications:

Education/Certification:

- High school diploma or equivalent (required)
- 2 years post-secondary training in related fields (preferred)

Intercultural Competence:

- Commitment to equity; experience engaging African American populations
- Deep knowledge of African American cultural norms and diversity
- Ability to explain cultural contexts, navigate U.S. educational systems as they relate to the experience of African American students and families, and bridge cultural gaps
- Maintain confidentiality and appropriate boundaries

Other Skills:

- Strong collaboration, critical thinking, and problem-solving
- Proactive and resourceful: anticipating needs, seeking opportunities to improve systems, support colleagues, and address challenges before they arise.
- Data analysis and Tech proficiency (Microsoft Office, Google Tools: Docs, Forms, Slides)
- Valid driver's license and reliable means of transportation required.

All positions are designed to support the **MISSION** of the Eden Prairie School District:
Inspiring Each Student Every Day.

Essential Responsibilities:

1. Staff-Facing:

- Serve on school-based teams to inform culturally affirming practices
- Analyze student data to identify needs
- Partner with staff on targeted interventions
- Provide cultural feedback to eliminate access barriers
- Collaborate with Cultural Liaison team, Inclusion and Belonging Facilitator and Communications Specialists on site and district work

2. Student-Facing:

- Lead affinity groups for cultural connection, empowerment and mentorship, both during and/or after school
- Provide 1:1 social-emotional/educational support
- Implement planned interventions

3. Family and Community-Facing:

- Collaborate in the planning and facilitation of culturally specific events (ex. Family Nights, HBCU Info events)
- Attend evening family school events (ex. Parent Teacher Conferences, 8th Grade Family Night)
- Build strong school-family partnerships
- Facilitate collaborative problem-solving
- Provide liaison support to families as it relates to strengthening home to school partnerships

Standard Measures of Accomplishment:

- Administration receives intercultural insights for decision-making
- Teams have a cultural thought partner and student services support
- Students access proactive, relationship-focused support
- Families gain full access, collaboration, and belonging in the school community

Terms of Employment:

- Classification: CLASS Level 5
- Hours/Week: 40
- Days/Year: 185

****Hours and days of service are established by the school district and are subject to change according to district need(s).***

Evaluation: A continuous performance improvement process will be developed with the supervisor, the department director or building principal