

Job Title: Family Liaison – Strong Beginnings Program

Reports To: Family Liaison Supervisor / Early Childhood Specialist

Location: Dryden Elementary

Date Posted: November 2025

## **Position Summary**

The Family Liaison plays an essential role in supporting the families of children enrolled in the Strong Beginnings Program. This position focuses on building strong, trusting relationships between home and school to promote family well-being and children's success. The Family Liaison serves as a bridge between families, educators, and community resources, ensuring that each family has access to the support and information they need.

## **Key Responsibilities**

- Facilitate and support communication between home and school to strengthen family engagement and improve student outcomes.
- Meet with families to address child or family needs, such as employment, housing, healthcare, job training, or other basic support.
- Follow up with families to ensure resources and supports have met their needs and strategize solutions if not.
- Serve as a sounding board and coach for families, helping them develop their own plans and solutions.
- Provide advocacy coaching, helping families learn how to advocate for themselves and their children in school and community settings.
- Participate in welcoming families to the Strong Beginnings program through letters, family handbooks, back-to-school nights, and other outreach activities.
- Attend selected home visits, parent-teacher conferences, and family events to provide support as needed.
- Collaborate with teachers and staff to share information about family circumstances that may affect children's participation or behavior.

- Assist the teaching team in understanding issues such as child trauma, family stressors, or other challenges impacting children.
- Provide families with information about parenting, child development, and community resources.
- Support family engagement events and activities that promote connections among families and the school community.
- Participate in communication apps such as ClassDojo or newsletters to maintain ongoing family connections.
- Notify the Strong Beginnings Implementation Consultant of any permanent change in family liaison assignment.

## **Qualifications**

- Minimum of an Associate's Degree in Early Childhood Education, Social Work, or a related field (Bachelor's Degree preferred).
- Experience in coaching or supporting families, particularly those with young children.
- Knowledge of early childhood development, family engagement, and community resource systems.
- Ability to build trusting relationships and communicate effectively with families from diverse backgrounds.
- Skills in reflective listening, problem-solving, and advocacy support.
- Background or experience in social work is strongly preferred; if not, access to consult with a social worker is required.
- Reliable transportation and ability to work at multiple Strong Beginnings sites, if needed.

## **Schedule and Compensation**

- Part-time, minimum 8 hours per week per classroom.
- Schedule may vary based on family and program needs.

- Pay Rate - \$18,000 per school year

### **Preferred Qualities**

- Compassionate, family-centered approach.
- Strong organizational and communication skills.
- Collaborative and team-oriented mindset.
- Commitment to promoting equity and respect for all families.