



Position Description

TITLE: Building Family Liaison

REPORTS: Principal or School Administrator

COMMUNITY: Teaching & Learning

CLASSIFICATION: Professional Technical

FLSA: Non-Exempt

WORK YEAR: 9 Month

ISSUED: April 2, 2025

SALARY: Professional Technical Salary Schedule

PRIMARY PURPOSE:

The purpose of the position is to serve as a liaison between the school, student's family and the community to enhance family engagement at the building level. This position will collaborate with school and district staff to develop and support family engagement programming as well support in advocating for students and families to ensure needs are met and concerns are addressed.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = ESSENTIAL FUNCTIONS:

- Works cooperatively with school team members such as the principal, counselor, educational assistant, teachers, and the school nurse to determine the needs of families and to assist them in working with agencies and community organizations to meet those needs.
- Assist in welcoming new families to the school; assists in parent and student orientation by explaining school services and helping to complete enrollment documents.
- Collaborates with school and district staff to develop family engagement programming.
- Collaborates and problem solves with staff working with the bilingual community.
- Performs and coordinates interpretation services through the district approved resources.
- Supports families with coordinating appointments with the school.
- Attends parent and community meetings as needed to support staff and families.

- Conducts home visits to provide eligible families with updated information on community resources and how to access them; helps families establish working relationships with the school.
- Core and active member of school MTSS team, which includes meeting participation and collaboration with school staff and families as appropriate.
- Organize and facilitate workshops, meetings, and events that educate and empower families on various aspects of their student's education and provide resources to support their needs.
- Collaborate with school and district staff to gather school culture and climate, student voice, family voice, and other data points that inform decision-making.
- Implements and utilizes centrally approved resources of community services and agencies and establishes a familiarity and working relationship with those agencies.
- Maintains accurate records regarding all activities including family needs assessments, referrals, follow-ups, and all required documentation records.

OTHER JOB DUTIES:

- Meets with and develops working relationships with community partners and local business leaders for coordinated assistance to school families.
- Develops knowledge and skills by participating in meetings, in-service, workshops, and staff training.
- Provides support to other staff as needed.
- Serves as member of the support services team of the building; performs related duties consistent with the scope and intent of the position as assigned.

QUALIFICATIONS:

Knowledge, Skills and Abilities

Must demonstrate a successful level of the knowledge, skills and abilities listed below:

- Fluency in English and the second language (e.g., Spanish, Vietnamese) highly preferred.
- Ability to communicate effectively, both orally and in writing, in both languages.
- Strong understanding of cultural diversity and the ability to work with families from different cultural backgrounds.
- Ability to navigate and bridge the gap between families and the school environment.
- Excellent interpersonal and communication skills to work with diverse families, staff, and community members.
- Willingness to adapt to different roles or responsibilities as needed, including attending events outside of regular school hours.
- Strong problem-solving skills to address challenges that arise between families and the school community.
- Ability to manage multiple tasks, schedule meetings, and coordinate events.
- Proficiency in basic office software (e.g., Microsoft Office, Google Suite).

- Ability to handle sensitive family or student information with confidentiality and professionalism.
- Familiarity with educational programs, community resources, and support services available to families.
- Ability to collaborate effectively with teachers, school administrators, and community agencies to support students and families.

Education and Experience

- High school diploma or equivalent
- Associate's degree or higher in education, social services, or a related field preferred
- Experience working with students, families, or in a school setting is often preferred
- Prior experience in a liaison, community outreach, or social service role

Licensing and Certification

Valid Washington State Driver's License

WORKING RELATIONSHIPS:

Reports to the building principal; works with Assistant Director of Student and Family Support Services, building staff including principal, teachers, nurses, counselors, social workers and educational assistants.

EVALUATION:

Evaluation responsibilities are assigned to the building principal.

WORKING CONDITIONS:

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

The usual and customary methods of performing the job's functions require sitting, walking, standing, lifting, carrying, pushing and/or pulling. May require accompanying KSD staff on home visits. Must be willing to travel to various locations and meetings using a personal vehicle.

In compliance with the Americans with Disabilities Act, the Kent School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both

prospective and current employees to discuss potential accommodations with the Division of Human Resources.