



<b>JOB TITLE:</b>	Family-School Liaison, Bilingual - Int - ESSA
<b>DATE REVISED:</b>	September 10, 2025
<b>REPORTS TO:</b>	Campus Principal, District Family Engagement Coordinator, Director of Family Engagement, and Assistant Superintendent of College & Career Pathways
<b>DEPARTMENT/CAMPUS:</b>	Assigned Campus
<b>PAY GRADE/DUTY DAYS:</b>	AP1, 187 Days
<b>FLSA:</b>	Exempt
<b>FUNDING INFORMATION:</b>	<i>This supplemental position is contingent upon funding from the ESSA Title I, Part A program. This position is 100% funded under the Title I, Part A program and will require time and effort in the form of semi-annual certification. In the absence of Title I, Part A funds, this position will be void.</i>

#### **JOB PURPOSE SUMMARY:**

The Family-School Liaison is a professional role responsible for leading family engagement initiatives and serving as a critical link between the school, families, and the community. This role is responsible for organizing family resources, coordinating activities for families, and helping families access school and community resources to ensure their children's academic success and support the family unit while ensuring compliance with district and federal guidelines.

#### **KEY FUNCTIONS, ESSENTIAL DUTIES, AND RESPONSIBILITIES:**

##### **Family and Community Engagement:**

1. Serve as a liaison between the school and families to build positive relationships and encourage active participation in student learning and school life.
2. Facilitate communication between counselors, teachers, and families to reduce grade retention and dropout rates, ensuring high school completion. This includes translation of documents and interpretation services.
3. Provide training to families on strategies to promote student success, helping to foster positive parenting practices throughout the school community.
4. Assist with the registration of students, communicating district and school procedures to families, to provide support and connect them with community, school, counseling, and literacy resources.
5. Collaborate to implement family engagement programs at the campus level, working in conjunction with campus and district family engagement staff.

##### **Program and Resource Management:**

1. Maintain an orderly Family Center, organizing activities, materials, and supplies.
2. Collect and organize resource materials to support family engagement initiatives, ensuring they align with campus and district goals.
3. Compile and maintain required documentation and program records, including Title I compliance, program evaluations, travel logs, and expense logs.
4. Promote family welfare efforts by establishing contact with families and connecting them to available community, school, counseling, and literacy resources.



**Compliance:**

1. Compile and maintain all required compliance documentation and program records, including Title I documentation, program evaluations, travel logs, and expense reports.
2. Ensure all family engagement activities comply with federal, state, and district policies, including Title I guidelines.
3. Participate in required in-service training programs and meetings under the direction of the District Family Engagement Coordinator, Director of Family Engagement or Assistant Superintendent of College & Career Pathways.
4. Maintain confidentiality of student and family information, adhering to district guidelines and policies.

**General:**

1. Consistently support the District's Shared Vision, Mission, and Promise2Purpose.
2. Attend and participate in district meetings and serve on committees as required.
3. Display integrity, responsibility, accountability, teamwork, and ethics in the performance of job functions.
4. Maintain relevant and up-to-date knowledge of technology, including computers, Google Suite, and other applicable software, to enhance job performance.
5. Perform other duties as assigned by the administrator, ensuring flexibility in responding to the needs of the campus and families while adhering to Federal Guidelines

**MINIMUM EDUCATION, EXPERIENCE & CREDENTIAL REQUIREMENTS**

- Bachelor's Degree (Preferred)
- 3 years of experience in parent education or a related field
- Fluency in English and Spanish

**CORE KNOWLEDGE, SKILLS & ABILITIES:**

**Communication:** Ability to communicate effectively with families, staff, and community members from diverse backgrounds.

**Cultural Awareness:** Demonstrates sensitivity to and understanding of cultural differences in working with families from diverse backgrounds.

**Organization and Attention to Detail:** Strong organizational skills with the ability to handle multiple tasks and maintain detailed program records.

**Interpersonal Skills:** Ability to build positive relationships with families, staff, and community partners.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

This position requires frequent standing, walking, and sitting, as well as the ability to move and arrange materials and supplies. The working environment consists primarily of an indoor, climate-controlled setting and includes occasional travel between campuses and district-wide/statewide travel to accommodate work with parents in the community. A flexible work schedule may be required to meet family needs.



**EMPLOYEE ACKNOWLEDGEMENT:**

My signature below acknowledges that I have received and read my job description, and that I understand the scope, essential job duties, knowledge, skills, and abilities, and working environment that apply to my job. I further acknowledge that I can safely and effectively perform the essential job duties with or without reasonable accommodation, and in accordance with the policies, procedures, expectations, and standards of the District.

**Employee Printed Name:** \_\_\_\_\_ **Employee ID Number:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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