



Para-Professional - Job Description

Job Title: Parent and Family Engagement Liaison

Pay Grade: SA/ 03

Min \$19,822/Mid \$24,774/Max \$29,726

(Position subject to availability of Federal Funds)

Reports To: Parental Involvement Coordinator
and Principal

FLSA Status: Non-Exempt

Dept. /School: Campus assigned

Minimum Duty Days: 187 days

Primary Purpose:

A PFE Liaison is the designated individual based at a school whose primary function is to connect the home and school in a positive, respectful, and welcoming manner. PFE Liaisons play a dual role of ambassadorship. They represent the school through thoughtful, meaningful and culturally appropriate communications. They also represent the parent/family by understanding the many challenges that occur in the community. The PFE Liaison works to bridge the gap between home and school by helping parents get the information and support they need to ensure their child's academic and social success.

Minimum Requirements:

- High School Diploma or GED
- Three years of clerical experience

Preferred Requirements:

- Experience in basic Microsoft Office Software (Word, Excel, PowerPoint, Outlook, Etc.)

Special Knowledge/Skills:

- Proficient skills in computer literacy, technology, and office management.
- Articulate and effective communication and interpersonal skills.
- Proficient skills in math, reading, and writing.
- Knowledgeable about Title 1, Part A compliance.
- Ability to multi-task.
- Ability to plan, organize and implement activities and events.

Major Responsibilities and Duties:

1. Increases Parent and Family Engagement in the Laredo Independent School District schools.
2. Facilitates and fosters a positive working environment between school and home.
3. Encourages parents to become full partners with the school in the education of their children.
4. Initiates and facilitates the application process for parent volunteers at the campus.
5. Maintains an accurate daily log of parent volunteer attendance, activities, and hours on campus.
6. Coordinates parent involvement activities on campus and provides professional development to staff and families.
7. Coordinates Parent Involvement Days on campus.
8. Develops a monthly campus calendar of events and newsletters for the campus.
9. Coordinates with the School Nurse to enhance referrals to Health and Social Services agencies.

10. Surveys parents to determine needs and assess effectiveness of the program.
11. Collaborate with school leadership and other stakeholders to make sure appropriate parent, family and community stakeholders are involved in all PFE-related decision-making for the school.
12. Assist parents in registering on the Parent Portal.
13. Participates in the Campus Parent Organizations.
14. Attends and assists with the District Parent and Family Engagement Advisory meetings and attend and assist all in person and virtual parent academy of Learning sessions.
15. Attends and assists with the School Health Advisory Council meetings.
16. Assists in the dissemination of specific information to the parents, school, and community.
17. Motivates parents and community members to attend Parent Academy of Learning Sessions.
18. Coordinates and assists faculty and staff with parent conferences.
19. Promotes the academic quality of the school by communicating to the parents the importance of daily attendance and student performance by coordinating recognition events.
20. Maintains continuous communication between the Parent and Family Engagement Office and the school, parents, and community.
21. Performs any other duties related to Parent and Family Engagement as may be assigned by campus principal and/or Parent and Family Engagement Coordinator.

The PFE Liaison must spend 90-95% of their day fulfilling the responsibilities defined in the job description.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Exposure to biological hazards
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date