

**MAPLE HEIGHTS BOARD OF EDUCATION
JOB DESCRIPTION**

Title: **Family Engagement Liaison**

Department: Building

Building/Facility: Maple Heights High School/Milkovich Middle
School/Elementary Campus

Workdays 184 with up to 10 extended days

Reports To: Building Administrator

Overview: The Family Engagement Liaison serves as a bridge between the school district and families, fostering strong partnerships to support student success. This role focuses on building trust, facilitating communication, and providing resources to empower families to engage actively in their children’s education. The liaison works with school staff, community organizations, and parents/guardians to promote family involvement and remove barriers to participation.

The Family Engagement Liaison works in an ethical and cooperative manner, demonstrates empathy, and exercises a high degree of professional judgment in planning, organizing, and operating the schools per state standards, district policies and regulations.

Note: The below lists are not ranked in order of importance.

Key Responsibilities:

1. Family Outreach & Communication

- a. Serve as the primary point of contact for families, addressing concerns and connecting them to school and community resources.
- b. Conduct home visits, phone calls, and meetings to engage families in school activities.
- c. Distribute school and district information in multiple languages and/or formats to ensure accessibility.

- d. Organize and facilitate family workshops, trainings, and events (e.g., literacy nights, parent-teacher conferences, college readiness sessions, etc.).

2. Relationship Building & Advocacy

- a. Build trusting relationships with families from diverse backgrounds.
- b. Advocate for families' needs and collaborate with school staff to address barriers to engagement (e.g., transportation, language, childcare, etc.).
- c. Work with administrators, teachers, and support staff to develop family-friendly policies and practices.

3. Resource Coordination & Support

- a. Connect families with academic support, social services, health resources, and community programs.
- b. Develop and implement strategies to improve the school environment through Positive Behavior and Interventions Supports (PBIS).
- c. Actively participate in multidisciplinary teams and consult with school personnel regarding home, neighborhood, and community conditions that may affect students' school performance.
- d. Assist parents in understanding school policies, student progress reports, and how to support learning at home.
- e. Provide guidance for families on navigating school systems (e.g., enrollment, special education, educational software, etc.).
- f. Serve as the building Parent Academy Liaison.

4. Program Development & Collaboration

- a. Partner with district leaders, nonprofits, and local agencies to strengthen family engagement initiatives (outreach activities, programs, partnerships, etc.) and to eliminate barriers to educational success.
- b. Help design and implement district-wide family engagement strategies aligned with educational goals.
- c. Provide/lead professional development and/or training to staff on building parent capacity to increase student achievement.
- d. Collect and analyze feedback from families to improve engagement efforts.
- e. Serve as a member of the District Family Engagement Committee.

5. Data & Reporting

- a. Track family participation in events, workshops, and volunteer opportunities.
- b. Report on engagement outcomes and recommend improvements to district leadership.

Qualifications:

1. High school diploma or equivalent (Bachelor's degree in Education, Social Work, or related field preferred).

2. Licensure issued by the ODEW (preferred).
3. Two or more years of experience in community outreach, family support, education, working with at-risk populations or social services (school setting a plus).
4. Ability to maintain confidential records/notes and submit appropriate documents on a timely basis.
5. Evidence of predictable and regular attendance.
6. Commitment to keep current with workplace innovations and enhance personal productivity.
7. Experience in behavioral management techniques (preferred).
8. Ability to facilitate student/family access to appropriate community resources.
9. Other duties as assigned.

Required Knowledge, Skills, and Abilities (including, but not limited to):

1. Strong interpersonal skills and ability to work effectively with others.
2. Excellent communication (written and verbal) and active listening abilities.
3. Knowledge of local community resources and social services.
4. Ability to work flexible hours (some evenings/weekends for events).
5. Observe the ethics of Ohio's Code of Professional Conduct and exhibit professional behavior, emotional stability, and sound judgment.
6. Proficiency in Microsoft Office, educational software programs, and data tracking systems.

Equipment Operation (including, but not limited to):

- Calculator
- Computer
- Google Classroom
- Microsoft Office
- Interactive Flat Panel
- Telephone

Additional Working Conditions (including, but not limited to):

1. Occasional operation of a vehicle in inclement weather conditions, e.g. being prepared to come to work on all scheduled work days;
2. Evening/weekend/summer work;
3. Occasional exposure to blood, bodily fluids and tissue;
4. Occasional interaction with children with behavioral management needs;
5. Lift, carry, push, and pull various items up to a maximum of 10 pounds, e.g., paper boxes, deliveries of supplies and equipment;
6. Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing; and
7. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.