

MAPLE HEIGHTS CITY SCHOOLS

Official Notice of Vacancy from the Personnel Department

Posting Date: May 1, 2026
OPEN FOR THE 2026-27 SCHOOL YEAR

POSITION TITLE: Substitute Family Engagement Liaison -Milkovich Middle School

JOB DETAILS:

- 184 day limited contract (Full-time) with up to 10 extended days; 8 hours per day.
- Competitive salary and benefits based upon experience.

QUALIFICATIONS:

- High School Diploma/equivalent, Bachelor's Degree in Education, Social Work, or related field preferred
- 2 or more years of experience in community outreach, family support, education, working with at-risk populations or social services.
- Ability to maintain confidential records/notes and submit appropriate documents on a timely basis
- Evidence of predictable and regular attendance
- Licensure issued by the ODEW-preferred
- Experience in behavioral management techniques-preferred
- Ability to provide a clear BCI/FBI background check free of convictions.

OVERVIEW:

Major Responsibilities Include: 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 participate. The ideal candidate works in an ethical and cooperative manner, demonstrates empathy and exercises a high degree of professional judgement in planning, organizing, and operating the schools per the state standards, district policies and regulations.

Those interested in applying must submit an application through Applitrack found on the District's Website: www.mapleschools.com under Departments/Personnel

PLEASE DO NOT SEND HARDCOPIES OF DOCUMENTS

Please address all electronic correspondence to: Tajuana Hunnicutt, Director of Personnel; Maple Heights City Schools, 5740 Lawn Avenue, Maple Heights, Ohio 44137. Application deadline for the position is: **Until Filled**

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NOTE: Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Maple Heights City School District Personnel Office at 587-6100.



Olympia Della Flora, Superintendent