

**MOORHEAD SCHOOLS  
JOB DESCRIPTION**

<b>BAND</b> B	<b>SUBGRADE:</b> 2	<b>GRADE:</b> 2
<b>JOB TITLE:</b> Home and School Liaison 2, American Indian	<b>DEPARTMENT:</b> Learning and Accountability	<b>DATE</b> December 1, 2018
<b>IMMEDIATE SUPERVISOR:</b> Supervisor, Learning and Accountability		<b>SUPERVISES:</b> NA
<b>JOB SUMMARY:</b>		
Promotes and strengthens the partnership between families of American Indian students and the Moorhead Area Public Schools through outreach activities and improved communication.		
<b>MAIN AREAS OF ACCOUNTABILITY</b>		
45%	<b>1. Communicate information to families of American Indian Students</b> <ul style="list-style-type: none"> <li>▪ Accept referrals for support by district staff, such as teachers, administrators, social workers, counselors, etc.</li> <li>▪ Meet with parents of American Indian students in a school or home setting.</li> <li>▪ Share information regarding academic achievement, involvement in school programs, assessment/placement, and community agencies and their function.</li> </ul>	
40%	<b>2. Provide outreach and support to parents of American Indians to connect them with appropriate educational services.</b> <ul style="list-style-type: none"> <li>▪ Assist families with understanding and completion of registration process and the scope and purpose of services.</li> <li>▪ Assist school staff and administration in identifying and implanting procedures and tools to improve communication between the school district and the families of American Indian Students in order to provide access to equitable educational services.</li> <li>▪ Monitor student progress and attend meetings with families to provide support and advocacy.</li> <li>▪ Support students and families to find needed supplies based on outside resources and internal budgets.</li> <li>▪ Collaborate with community agencies regarding families supported by both agencies.</li> <li>▪ Collaborate with other school district staff to support student needs.</li> </ul>	
10%	<b>3. Perform data and record keeping functions as needed.</b> <ul style="list-style-type: none"> <li>▪ Complete district, state and federal forms as directed and/or required by statute.</li> <li>▪ Maintain accurate travel, activity and time logs.</li> </ul>	
5%	<b>4. Professional Development</b> <ul style="list-style-type: none"> <li>▪ Attend training sessions, district in-services, staff meetings and monthly meetings.</li> </ul>	
	<b>5. Perform other duties as assigned.</b>	

## MINIMUM REQUIREMENTS

### Education and Experience:

- Bachelor's Degree or equivalent and/or any combination of experience and training that would provide the required knowledge and abilities as appropriate are required.
- Valid Minnesota drivers license

### Preferred Qualifications:

- Two years of experience working with American Indian Students in a school or community environment.

### Special Knowledge/Skills:

- Demonstrated effective facilitation and collaboration skills.
- Ability to analyze problems and implement plans and procedures with direction.
- Demonstrated cultural competency in working with diverse groups.
- Ability to influence and support efforts to improve the opportunity for equitable education through communication.
- Effective verbal and written communication skills with students, staff, and parents
- Ability to establish and maintain effective working relationships with a wide variety of groups and individuals.
- Ability to analyze and interpret data and manage resources.
- Ability to exemplify high standards of professional practice and behavior.
- Knowledge of instructional technologies and software, equipment, tools and devices used to present instruction, document assessments, student progress and other classroom administrative requirements of the district.

## WORK CHARACTERISTICS

### Physical Effort:

- Position involves frequent lifting/carrying up to 10 pounds and occasionally up to 25 pounds of instructional supplies, printed materials and equipment
- Position includes bending, crouching or kneeling to assist students
- Position includes sitting on chairs and/or floor and leaning over desks for prolonged periods of time.

### Mental Effort: t

- Position involves making judgements based on data, laws, policies and ethical principles
- Position involves making quick decisions and knowing when to take action to ensure the safety of others.
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- Position involves continual listening and communication within the work team.
- Position involves taking initiative and meeting deadlines

### Working Conditions:

- Regular school setting
- Well lighted, even temperature, classroom and office setting
- Position meets with students/parents in home setting.
- Position involves travel to meetings at various district locations
- Position involves evening hours
- Position may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

## JOB OUTCOMES

- Projects a positive, cooperative and respectful attitude with students, parents, employees and community members.
- Communication with students, parents and district personnel to support equitable education opportunities for English Learner students.
- Effectively collaborates with agencies, school staff, other administrators

This description describes the general nature and worked expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Revision History:**

2016

December 2018

Non-Aligned Master Agreement