



MOUNTAIN EDUCATION

Job Description

Position Title: Title I Family Engagement Liaison	
Division/Department: Federal Programs	Evaluation Instrument: Student Support
Pay Grade: \$20/hr	Employment Basis: Part-Time, As Needed
Reports To: Principal	
MINIMUM QUALIFICATIONS	
Education: High School Diploma Certification: None Required; Professional Qualified according to ME Standards Experience: Proficient in Word and Excel; Basic Computer Skills; Ability to relate well to students, parents and co-workers Such alternatives to the above qualifications as the Board may find appropriate and acceptable	
GOAL STATEMENT	
Through the consistent use of professionalism and effective communication, the ME Family Engagement Liaison will plan Family Engagement opportunities at their campus and will deliver professional development to campus staff on best practices for engaging families.	
DUTIES & RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Family Engagement Liaison works on site to establish school and parent relationships. (meetings, phone calls, title I documentation, PL) 2. Provide Title I Informational material for parents about events and resources that can be delivered via in person, online, mail, and/or phone calls. (building capacity- Fall Meeting, Spring Meeting, USA Test Prep, Plagiarism...) 3. Provides workshops, classes, and activities for parents and other stakeholders at their site, which are academically focused. (parent capacity- PLC, other meetings) 4. Keep records of all parent involvement activities, school-parent compacts, including agendas, sign-in sheets, evaluations and communications to parents. 5. Record and submit monthly time logs and mileage. (documentation) 6. Help parents understand the ME curriculum by collaborating with other parent engagement professionals to reach more parents. Work with school leadership to create a family-friendly school climate. (FEL meetings) 7. Help parents become better advocates for their children, Family Engagement Liaisons will seek to involve parents in the decision-making process that affects their child's education, school improvement, and parent involvement activities by inviting parents to school meetings. (gathering feedback from Spring Meeting and other meetings) 8. Assist in assessing the needs of parents at your site in multiple ways: surveys, focus groups, discussion groups and written feedback. Review results to determine the effectiveness of your parent involvement program and share with the leadership team and Title I Director. (conclusion of Spring Meeting, other opportunities, surveys...) 9. Lead and participate in professional development opportunities focused on the importance of parent, student, and school relationships. (PLC) 10. Develop community collaborations (to aide in workshops, meetings, etc) 11. Supervision of students in an ME setting. 12. Ensure the integrity, accuracy, and security of all records. 13. Maintain a high level of ethical behavior and confidentiality of information. 14. Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently. 15. Participate in professional learning as assigned. 16. Communicate clearly and concisely, both orally and in writing. 17. Demonstrate appropriate verbal, written and telephone communication skills. 18. Complete routine tasks with little or no direct supervision. 19. Able to perform tasks involving periods of standing, walking, and sitting. 20. Able to perform the essential job functions with reasonable accommodations. 21. Perform other duties as assigned. 	

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be responsible for as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: January 2024