



Job title:	District Parental Engagement Liaison (part time)
Reports to:	Director of Federal Programs ELL, Preschool, & Family Engagement
Receives guidance from:	Director of Federal Programs ELL, Preschool, & Family Engagement, Asst. Superintendent
Overtime status:	Compliant with position, salary and FLSA regulations

Job purpose:

In keeping a tradition of excellence, the purpose of the position of District Parental Engagement Liaison is to assist in the development of parental/community engagement programs that supplement the district's core educational program by meeting federal and state statutory requirements.

Duties and responsibilities:

- Plan and organize workshops/meetings according to the needs of parents, students, staff and community to increase parental/community engagement within schools
- Organize appropriate materials for the Family Resource Center so that parents can access information to assist them with the needs of their children
- Offer community education programs targeted at increasing parental/community engagement
- Facilitate referrals to counseling agencies (Region 8, RCHRA, etc.) to parents and students with the goal of facilitating closer parent-child relationships
- Update and maintain materials, equipment and schedule for the BEST Mobile
- Active engagement with community services, and serve as a liaison to local businesses
- Utilize needs assessment process for identifying the needs of families and students
- Provide outreach to target populations via home visits, neighborhood visits, community meetings, etc.
- Active engagement with childcare providers, and host events at local daycares
- Provide trainings and oversight to parent liaisons from each school in the district
- Communicate Family Resource Center and BEST Mobile goals and activity schedule to parents in each attendance zone, encouraging participation
- Serve as a resource person to all school and community stakeholders on the issue of parental engagement
- Attend district meetings to communicate program offerings and to gather data relative to needs, as requested
- Utilize community resources and agencies in providing service to parents and students throughout the district
- Evaluate the effectiveness of programs offered for parental engagement, making modifications as deemed appropriate

- Assist with the coordination of the Safe and Drug Free Schools programs
- Push ESHC (Extenuating Severe Health Concerns) information to school and Public Relations about the application process
- Oversee and organize applications for ESHC as they are received
- Communicate with parents about the status of applications and answer any questions related to ESHC
- Serve on the district's ESHC committee, serve as the liaison between parents and the ESHC committee
- Serve as the ESHC liaison between schools and parents
- Ensure ESHC students are within our district and have the necessary resources in order to participate
- Communicate approval or denial of ESHC applications to parents and schools
- Maintain a list of current ESHC students
- Periodically review grades and attendance of ESHC students
- Alert parents of any issues with their child regarding ESHC

- Attend required staff meetings pertaining to the federal programs and parental engagement. Lead and attend staff meetings/trainings as applicable; serve on staff committees
- Maintain and accept responsibility for any district owned fixed asset item assigned to employee and ensure appropriate use by following district policies for acceptable use
- Undergo periodic evaluations according to state and board policy procedures
- Maintain confidentiality
- Punctual, dependable/regular, and in person attendance is an essential function of this position
- Perform such other and not specifically enumerated duties as may be requested by the Board of Education, superintendent, administrator, director or established by district policy
- Read, understand, and abide by Employee Conduct Policy, GAB, all other District, State and Federal policies, and procedures and protocols as established by RCSD and the Mississippi Educator Code of Conduct

Qualifications:

- **Education Level:** Bachelor's degree preferred
- **Certification:**
- **Other Requirements:** Knowledge of parental engagement activities and federal regulations

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using equipment such as a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, reach, crouch or crawl. The employee must regularly lift and move up to 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is not a standard office setting; but rather encompasses the entire active school campus both inside and outside the facilities. The noise level in the work environment is usually low to moderate and occasionally high.

Note: This is not necessarily an all-inclusive or exhaustive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Terms of Employment:

Salary, days and work year as established by the Rankin County Board of Education

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Rankin County School Board policy on Evaluation of Employees.

Reviewed and agreed to by: _____ **Date:** _____
(employee)

Reviewed and agreed to by: _____ **Date:** _____
(supervisor)