



DEPARTMENT OF HUMAN RESOURCES

Nada Alamaddine, Director Non-Instructional

Courtney Pletzke, Director Instructional

BULLETIN #037 (2026-27)

DATE: October 9, 2026

TO: All Staff Members

SUBJECT: STUDENT SERVICES LIAISON - FORDSON

TITLE OF POSITION: Student Services Liaison – Student and Family Services

DIRECTLY RESPONSIBLE TO: Building Principal

LENGTH OF WORK YEAR: 10 Months

EFFECTIVE DATE: TBD

SALARY: \$47,038-\$80,076 - Grade 5
2026-27 Non-Classified/Non-Instructional Salary Schedule

FILING DEADLINE: **Friday, October 30, 2026 (6:00pm)**

METHOD OF APPLICATION: Applicants should submit application via [Applicant Tracking](#)
Check Job #19045

NA/sc



**DEARBORN PUBLIC SCHOOLS
PROFESSIONAL STAFF POSITIONS**

TITLE:	Student Services Liaison – Student and Family Services
QUALIFICATIONS:	1. Must be fully proficient in reading and writing in both English and Arabic, with demonstrated proficiency in interpretation and translation. 2. Two years of college required, with an associate's degree preferred. 3. Demonstrated ability to relate to the needs and concerns of the diverse ethnic and socio-economic backgrounds of parents. 4. Demonstrated strong interpersonal and problem-solving skills. 5. Demonstrated strong cross-cultural communication abilities. 6. Demonstrated organizational skills related to carrying out all of the responsibilities specified in the job description. 7. Must have experience working with computers, including Microsoft Office Suite (Microsoft/Arabic), and proficient keyboarding skills.
REPORTING RELATIONSHIPS:	Principal and Assistant Principals of the high school Director, Student Services, Health & Physical Education
JOB GOAL:	Coordinates and implements language assistance for families to increase parent participation in their child's high school experience.
RESPONSIBILITIES:	1. Assist school and district staff in communicating with families. 2. Interpret, translate/develop all vital documents as determined by school administrations. 3. Interpret, translate/develop handouts and documents to support parent communication regarding school activities. 4. Conduct telephonic interpretation to support families in a timely manner. 5. Establish formal and informal communication channels with school personnel for the purpose of interpretation and translation of relevant information. 6. Meet with relevant department members on a regular basis to plan and coordinate activities and parent education opportunities. (Example: meetings - how school functions? Welcoming new parents assembly, 7. Coordinate communication and recruit parents to participate in parent involvement activities and education opportunities.

8. Provide family support and connections with community agencies. (Meet with community organizations to determine how they may assist and advocate for assistance.)
9. Assist with implementation and evaluation of language assistance procedures in their building(s).
10. Supervise arrival, dismissal, and lunch duty.
11. Support Feeder middle and elementary schools' language needs as needed.
12. Other duties as assigned.

TERMS OF

EMPLOYMENT: 10 months, Non-Classified/Non-Instructional Salary Schedule, Grade 5

EVALUATION: Annually

At Dearborn Public Schools, we value diversity and strive to create and sustain inclusive and equitable policies, practices, and environments that support our students, staff, and community members. We value the diverse backgrounds of individuals in our community and work to cultivate an organizational mindset in which equity is embodied in all of our work.

Dearborn Public Schools is committed to building and sustaining an equitable and inclusive workplace. Dearborn Public Schools is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age or any other legally protected status. Reasonable accommodations may be made to support individuals with disabilities in performing the essential job functions.