

Richfield Public Schools

Position Title: Family Outreach Worker
Department / Unit: Building Site as Assigned
Accountable To: Building Principal
Date of Latest Revision: July 2010

I. PURPOSE OF THE POSITION

To serve as an active liaison between families and the assigned school site in helping to develop and sustain a trusting and supportive relationship that will benefit students, their families and the District.

II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Welcomes new students and their families to the school in a manner that helps establish the foundation for trusting and supportive relationships among the student, his/her family and the school.
- D. Contacts and/or meets with parents regularly to explain school programs, activities and their participative role with the school in understanding and supporting student needs.
- E. Promotes ongoing parental involvement in their students' school lives and keeps in regular contact with parents through various methods of communication.
- F. Connects families whose first language is not English with interpreter services, ESL classes and other District or community resources as appropriate.
- G. Participates in meetings between school staff and parents to facilitate communication and cultural understanding.
- H. Confers with the Social Worker, Principal and other appropriate staff on student needs and issues including attendance and/or behaviors that require attention and increased family involvement.
- I. Interprets and translates for buildings and the District.
- J. Performs other job related responsibilities as assigned by the Principal, Social Worker or authorized staff member.

III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
 - High School or GED equivalent
 - Demonstrated interest and abilities to develop and sustain good relationships with students, families and school staff.
 - Demonstrated knowledge of the community and its diversity.
 - Demonstrated ability to communicate both orally and in written form in both English and in a second language that fits for the diversity of the school site to which assigned.
 - Demonstrates computer literacy and organizational skills.
 - Valid MN driver's license.
 - Demonstrated ability to appropriately intervene with a student or family and manage the reactions and results from such interventions in a manner that strengthens the relationships among students, their families and the school.

IV. WORK ENVIRONMENT

- The typical work environment is in an inside, temperature controlled environment. Some outside time is required when visiting families in the community.
- There may be some lifting and moving of materials weighing less than 50 pounds.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.