

JOB DESCRIPTION

Job Title:	Family Literacy Liaison	FLSA Status: Non-Exempt
Department:	Priority Programs	Pay Range: 10
Pay Program:	Classified	Work Calendar: 220 days
Prepared/Revised Date:	September 2021	

SUMMARY: Under the supervision of the principal and the Office of Priority Programs, the Literacy Liaison will work to increase and improve parent/family involvement and student literacy achievement at identified schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Develop programs and activities designed to engage families and deepen their knowledge to improve student literacy achievement.	D	20%
2. Help teachers/staff and families develop strong partnerships and enhance communication between parents/families and school staff	D	20%
3. Develop and implement effective family involvement strategies that promote biliteracy	D	15%
4. Work with teachers and other staff to develop at-home literacy activities that families can use with their children	W	15%
5. Work with students to encourage free reading, language development, oral language practice and academic success.	W	15%
6. Take part in opportunities for professional development offered through the Office of Priority Programs and Office of Professional Development	Ongoing	5%
7. Help to recruit partners to become part of the district's family literacy program	Ongoing	5%
8. Participate in and support district literacy activities and programs for families	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Experience working with families in St. Vrain Valley Schools
- Knowledge of school and district operations, including partners which support comprehensive family needs
- Demonstrated ability to work effectively with families
- Bilingual (English & Spanish)
- Willingness to engage in ongoing training regarding evidence-based literacy practices and collaboration with district literacy specialists
- BA preferred
- Preference also given to candidates with experience in building home-school partnerships, home-based programming, literacy programming

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Bilingual (English & Spanish) oral and written communication skills.
- Interpersonal relations skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	
Reports to:	Priority Programs Coordinator	
	POSITION TITLE	# of EMPLOYEES
Direct reports:	N/A	

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- N/A

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit				X
Use hands to finger, handle or feel				X

Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
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Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	