

West Chicago Elementary School District 33

Title:	<i>Family Liaison</i>
Classification:	<i>Support Staff</i>
Supervisor:	<i>Birth-to-3 Supervisor/Director of Partnerships/Building Principal</i>
FLSA Status:	<i>Non-Exempt</i>
Work Calendar:	<i>11-Months</i>



SUMMARY:

The family liaison will work collaboratively with families, education staff, and community partners to support parents/guardians in achieving ambitious community and family goals so that the needs of the whole child are addressed for academic and life success. The family liaison will serve as part of the Community School teams.

ESSENTIAL JOB FUNCTIONS:

Family Engagement and Education

- Ensures that there is a welcoming environment for families and the community inclusive of all languages and cultures.
- Collaborates with teachers and instructional leaders to engage parents in the classroom and school, including developing meaningful volunteer/participation opportunities.
- Leads development and implementation of parent/family education opportunities, leveraging internal resources and community partners.
- Implements and supports activities to ensure a strong connection between home and school, including home learning activities.
- Engages parents/families in community school teams, parent advisory committees and other leadership opportunities.
- Supports efforts to identify and recruit the most at-risk children in the community for early learning programs.

Attendance

- Works with school staff to identify patterns of student absenteeism and/or tardiness and contacts parents of absent and tardy students to determine reasons for absence or tardiness.
- Determines supports needed to support regular attendance and connect parents to resources as appropriate.
- Educates families about the importance and benefits of regular attendance.
- Educates parents about the importance of early learning programs and support parents in completing the enrollment process.

Comprehensive Services

- Assists school nurses to ensure that children receive regular health and dental screenings and follow-up for any treatment needs.
- Coordinates parent meetings and workshops to educate parents in the areas of child development including positive health and mental health milestones.

- Collaborates with mental health partners to facilitate evaluation of children and referrals to mental health resources as needed and with full parental consent.
- Coordinates and conducts home visits to provide family supports and education, support home-school connection and address attendance concerns
- Provides support to children with special needs, including empowering parents as advocates for their children.
- Conduct intake and ongoing screenings and assessments to inform goals and services

Connection to Resources/support with goal achievement

- Assists families in identifying goals for their family and helps them develop a plan towards achieving their goals.
- Refers families to resources to support their plan.
- Documents referrals and progress towards goals.
- Follows up with families who have plans on a regular basis.

Performs such other tasks and assumes such other responsibilities as may be assigned from time to time.

EDUCATION, CERTIFICATION, QUALIFICATIONS PROFILE:

- Bachelor's degree in child development, human services, early childhood education, social work or a related field preferred or equivalent level of experience and willingness to grow educationally.
- Commitment to supporting families and the community school philosophy.
- Bilingual (Spanish) preferred
- Cultural competency necessary.
- Reliable transportation and valid driver's license and car insurance if applicable.
- Such alternatives to the above qualifications as the Board finds appropriate and acceptable

SKILLS, KNOWLEDGE, ABILITIES:

- Ability to travel to District locations as well as within and outside of the community.
- Ability to work 1-2 evenings a week to accommodate family and parent education/events, services at school, home and community based.
- Ability to establish and maintain cooperative working relationships with others in the course of the workday.
- Ability to establish rapport with families and empower them by building on their strengths.
- Ability to work independently, stay on-task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner.
- Ability to communicate effectively with parents, students, teachers, administration and community members.
- Ability to establish strong communication with families and be committed to reflective practice (e.g., non judgemental, objective, reflective, empathetic, patient, tactful)
- Ability to use email and office equipment effectively.
- Ability to work with students individually or in group settings.
- Ability to read, write and speak English sufficient to communicate with staff and supervisors.
- Ability to add, subtract, multiply and divide, and perform basic arithmetic operations as needed.
- Ability to work with a diverse group of individuals and is sensitive to individual differences.
- Ability to maintain confidentiality of information regarding students, employees and others.
- Ability to establish a supportive and compassionate relationship with students.
- Ability to maintain composure in stressful situations and adapt in response to changing conditions.
- Ability to report work orally or in writing to supervisor as required.

- Ability to carry out instructions furnished in written or oral form.

TRAVEL REQUIREMENT:

Travel between schools, across district required.

EVALUATION

The position will be evaluated at least once annually, by the last employment day in April by the Supervisor of the Birth to Three program or the Director of Partnerships or Building Principal/Assistant Principal.

WORK ENVIRONMENT:

- Community settings, family's homes, and schools.
- Indoor classrooms/school exposure to: student noise, work in standard school building environment.
- Outdoor schoolyard and grounds, field trips: exposure to temperatures (hot, warm, cool & Cold).

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is Required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance			X	
Stoop/kneel/crouch/crawl			X	
Talk or hear				X
Smell				X
Physical (Lift & Carry):				
Up to 10 pounds				
Up to 25 pounds			X	
Up to 50 pounds				
Up to 75 pounds				
Up to 100 pounds				
More than 100 pounds				

ADOPTED: November 17, 1988
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 December 18, 2008
 October 17, 2019
 February 23, 2023