

Auburn School District

Job Title: Family Engagement Liaison

Reports to: Building Administrator

Unit Classification: PSEA

This position coordinates community resources and provides direct services to meet the needs of students and families. The position will establish communication and liaison with home, school, and community. The work will be performed at the school site, at various sites throughout the community, and through home visits. This position will require daytime and evening work with a flexible schedule.

Duties and responsibilities:

- Work with students and families in a caring, confident, and confidential manner while establishing and maintaining effective working relationships with students, parents, volunteers, school district staff, and the community.
- Establish and maintain effective working relationships with students, parents, volunteers, school district staff, and the community.
- Plan, facilitate, and provide support based on needs.
- Develop an annual Fall/Winter/Spring/Summer plan around the 4 Equity Partnership Recommendations and share this plan with principals (Earn Trust Early-Share Responsibility Intentionally-Balance Expectations Transparently-Measure Efforts Meaningfully)
- Work with families and school administrators to identify priority areas of professional learning that would benefit staff and families. (Utilizing available data or creating new data from surveys or interviews, etc.) -- What is the Family Engagement Plan for the school?
- Provide staff with resources and professional learning when applicable as it relates to increasing school wide family engagement.
- Assist with school administrators and school staff in creating a school environment where all families feel welcomed and respected and know they belong. (Ensuring there is an awareness and sensitivity to BIPOC, bilingual, or special student populations.)
- Assist families in accessing communication services and navigating systems related to needs, interests, and concerns. (Skyward, Remind, Bilingual communications, report an issue, Special education/IEP process, etc.)
- Assist with school administrators and school staff on home visits when applicable.
- Assist families in accessing community resources and maintain relationships with community agencies and organizations in and outside of school.
- Plan and host event(s) with a community organization(s) that will help families stay engaged in their child's school.
- Coordinate with other school staff (counselors, administrators, teachers, etc.) appropriate services for students and families.
- Create a list of community resources and agencies that are available to help and assist families and share with school staff.
- Assist families of targeted students in identifying their own strengths/needs and develop plans to support their growth.
- Students and families can co-create learning goals and plans with teachers.
- Students and family's partner to creatively problem solve ways to support student learning experiences, opportunities, and outcomes.
- Communicate regularly with classroom teachers to support students and families.
- Other duties as assigned.

Minimum requirements:

- Bilingual may be required depending upon the needs of the building.
- High school graduation or equivalent with three years of work experience in a like or related position.
- AA Degree in Social Services, Human Services, or related field preferred.
- Demonstrated aptitude and ability to successfully perform the responsibilities listed. • Training and/or experience working with diverse racial, ethnic, and cultural populations. • Ability to communicate effectively with individuals and groups of all ages, backgrounds, and educational levels.
- Effective oral and written communication skills.
- Experience with computer and business software.
- Maintain appropriate grooming standards.
- Maintain a clean and orderly work area.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".