

Family Services Advocate Liaison

Purpose Statement

The job of Family Services Advocate Liaison is done for the purpose/s of facilitating processes and procedures to develop and monitor parent programs in the district; providing the necessary data and research for decision making; complying with fiscal guidelines; collaborating with schools in order to facilitate parent programs as required by the grant; facilitating parent/community communications.

Essential Functions

- Assists with the preparation of information needed for grant proposals for the purpose of documenting activities, providing written reference and/or conveying information.
- Collaborates with schools and other departments for the purpose of supporting district and school improvement efforts.
- Develops and monitors parenting programs in the district for the purpose of increasing student achievement.
- Develops partnerships with community organizations for the purpose of providing parent focused workshops.
- Develops, implements, teaches as needed, and monitors parent institutes for district parents for the purpose of encouraging parent involvement and providing leadership to the programs.
- Facilitates on-going communication between district parents, schools, and community for the purpose of promoting parental effectiveness and student achievement.
- Participates in professional development opportunities as needed for the purpose of receiving and/or presenting information.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides resources to parents and schools for the purpose of meeting a variety of parental needs from academics to social services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records.

KNOW LEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community agencies and available services; reads, writes, and speak in English and Spanish (including current slang/idioms).

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Problem

solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; displaying tact and courtesy; being accepting and nonjudgmental; communicating with diverse groups; maintaining confidentiality; setting priorities; working flexible hours; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: Bachelor's degree is preferred.

Equivalency: .

Required Testing:

Spanish Proficiency Test

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Measles/Rubella Immunity/Vaccination/IVP Fingerprint
Clearance Card Required//Valid form I-9

FLSA Status	Approval Date	Salary Grade
Non Exempt		20