

Job Title: Family Liaison for K-12 School System

Job Overview: The Family Liaison serves as a crucial link between the school system and at-risk students' families, facilitating effective communication, engagement, and collaboration to ensure the overall success and well-being of students. The Family Liaison works to create a positive and supportive school environment that encourages family involvement in students' educational journeys.

Responsibilities:

Communication:

- Establish and maintain open lines of communication between the school system and students' families.
- Provide timely and accurate information to families about school policies, events, and activities.
- Address family inquiries, concerns, and feedback promptly and professionally.
- Utilize various communication channels, including in-person meetings, phone calls, emails, and newsletters.

Family Engagement:

- Plan, coordinate, and execute family engagement events such as workshops, orientations, and parent-teacher conferences.
- Collaborate with teachers, administrators, and other staff to involve families in educational initiatives and school improvement efforts.
- Organize and lead initiatives that encourage family participation in school activities and extracurricular programs.

Support for Families:

- Assist families in navigating school resources, services, and programs to meet the diverse needs of students.
- Provide guidance and referrals for accessing community resources, including health services, counseling, and social support.
- Advocate for families facing challenges within the school system, ensuring their voices are heard and needs are addressed.

Student Success:

- Collaborate with teachers and staff to identify students who may benefit from additional support and communicate with their families to develop strategies for improvement.
- Monitor and track student attendance, academic progress, and behavior, communicating relevant information to families and initiating interventions as necessary.

Cultural Sensitivity:

- Demonstrate a deep understanding of cultural, linguistic, and socio-economic diversity within the student population and families.
- Foster an inclusive environment that respects and celebrates different backgrounds and perspectives.

Data Management:

- Maintain accurate records of family interactions, communications, and engagement efforts.

- Use data to assess the effectiveness of family engagement programs and make recommendations for improvements.

Collaboration:

- Work closely with school administrators, teachers, counselors, and other staff to ensure a cohesive approach to family engagement.
- Collaborate with community organizations and agencies to expand resources and support available to families.

Qualifications:

- Bachelor's degree in education, social work, counseling, or currently be working in an educational setting.
- Strong interpersonal and communication skills, with the ability to build rapport and establish positive relationships with diverse groups.
- Experience working with families and children in an educational or community setting.
- Knowledge of K-12 education systems, policies, and procedures.
- Cultural competence and the ability to navigate cross-cultural communication sensitively.
- Organizational skills and attention to detail for effective event planning and data management.
- Empathy, patience, and strong problem-solving skills.
- Proficiency in using technology and various communication tools.

Benefits:

- Competitive salary and benefits package.
- Opportunities for professional development and growth.
- Positive and collaborative work environment.
- Impactful role in enhancing family-school partnerships and student success.

Note: This job description is intended to provide an overview of the responsibilities and qualifications for a Family Liaison in a K-12 school system. Specific responsibilities may vary based on the school's needs and requirements.