

MEMORANUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between Elida Local School District Board of Education ("Board") and the Elida Education Association ("Association") collectively known as "the Parties. The Board and the Association are parties to a collective bargaining agreement for the period of July 1, 2025, through June 30, 2028 ("Contract").

The Board desires to create two new supplemental positions with the following titles: "Family Liaison K-2" and "Family Liaison 3-5" and has consulted with the Association to discuss the new positions, their job requirements, and their compensation.

The Parties agree to create the aforementioned supplemental positions. These positions are being funded primarily by grant funds; therefore, the Parties have agreed to set a specific compensation amount for each position. The Family Liaison K-2 shall be paid \$4,800 per year, and the Family Liaison 3-5 shall be paid \$4,800 per year. The job descriptions for the positions have been mutually agreed to by the parties and are attached to this MOU.

This does not establish past practice or precedent for the compensation of any other supplemental positions.

This MOU constitutes the entire agreement between the Board and the Association regarding the issues outlined herein. Any amendments to this MOU must be in writing and signed by the Parties.

This MOU shall remain in effect through June 30, 2028 and expire at the conclusion of the current CBA and/or loss of grant funds, unless extended in writing by mutual agreement. The undersigned have executed this Memorandum of Understanding with full authority to bind the parties.

For the Association

For the Board of Education

By: _____

By: _____

Date: _____

Date: _____

Job Description: Family Liaison for Students with Disabilities (K–2)

District: Elida Local Schools

Reports To: Director of Curriculum / Building Principal / Special Education Director

Employment Status: Supplemental Stipend Position (Grant-Funded)

Term of Employment: Annual appointment contingent upon grant funding and program need

FLSA Status: Non-Exempt

Stipend: To be determined by district

Position Summary

The Family Liaison for Students with Disabilities (K–2) serves as a bridge between school and home to strengthen communication, trust, and collaboration with families of students with disabilities in kindergarten through second grade.

The liaison supports families in understanding school expectations, intervention services, attendance expectations, progress-monitoring data, and available resources. This position is designed to improve family engagement, reduce barriers to attendance and learning, and promote stronger academic outcomes for students with disabilities.

The liaison works proactively to foster positive partnerships and ensure families feel informed, supported, and connected to school-based services.

Essential Responsibilities

Family Engagement & Communication

- Serve as a primary point of contact for families of students with disabilities in grades K–2.
- Build trusting relationships with families through regular communication and outreach.
- Increase family understanding of instructional supports, interventions, and special education services.
- Support two-way communication between families and school staff.
- Help families navigate school systems, procedures, and available supports.

Attendance & Early Intervention Support

- Support outreach to families when attendance concerns begin to emerge.
- Help identify barriers impacting school attendance, engagement, or participation.

- Connect families to appropriate school or community resources.
- Promote the importance of early attendance, literacy development, and consistent routines.

Student Support Coordination

- Collaborate with teachers, intervention specialists, counselors, administrators, and support staff.
- Assist in coordinating communication regarding interventions and student progress.
- Support family participation in problem-solving and intervention planning.
- Encourage family involvement in reinforcing academic and behavioral goals at home.

Resource Connection

- Help connect families with resources related to:
 - Attendance support
 - Academic intervention
 - Behavior and social-emotional needs
 - Community services
 - Parent education opportunities

Documentation & Reporting

- Maintain communication logs and outreach records.
- Provide periodic updates to administration regarding engagement efforts.
- Assist in monitoring family engagement trends and barriers.

Qualifications

Required:

- Valid Ohio licensure or certification appropriate to district employment
- Experience working with elementary students and families
- Strong communication and relationship-building skills
- Knowledge of student support systems and intervention practices
- Ability to maintain confidentiality

Preferred:

- Background in special education, counseling, social work, family support, or intervention
- Experience working with families of students with disabilities
- Knowledge of community resources and family engagement practices

Knowledge, Skills, and Abilities

- Strong interpersonal and communication skills
- Ability to build trust with diverse families
- Problem-solving and resource coordination skills
- Empathy and cultural responsiveness
- Ability to collaborate with multidisciplinary teams

Performance Expectations

Success in this role will be demonstrated by:

- Increased family engagement and participation
- Improved communication between home and school
- Reduced barriers to attendance and intervention participation
- Improved support for students with disabilities

Job Description: Family Liaison for Students with Disabilities (Grades 3–5)

District: Elida Local Schools

Reports To: Director of Curriculum / Building Principal / Special Education Director

Employment Status: Supplemental Stipend Position (Grant-Funded)

Term of Employment: Annual appointment contingent upon grant funding and program need

FLSA Status: Non-Exempt

Stipend: To be determined by district

Position Summary

The Family Liaison for Students with Disabilities (Grades 3–5) serves as a key connector between school and home to support families of students with disabilities in grades 3–5.

This role focuses on improving family engagement related to academic achievement, attendance, intervention participation, and transition readiness as students approach middle school. The liaison helps families better understand academic expectations, progress data, and strategies for supporting learning outside of school.

The liaison works to remove barriers, strengthen partnerships, and improve outcomes for students with disabilities.

Essential Responsibilities

- Support families in understanding grade-level academic expectations, especially literacy and math proficiency.
- Help families interpret assessment and progress-monitoring data.
- Provide guidance related to increasing student independence and self-advocacy.
- Support transition planning for movement from elementary to middle school.
- Encourage home-school collaboration around homework, executive functioning, and organizational skills.

Family Engagement & Communication

- Serve as a primary point of contact for families of students with disabilities in grades 3–5.
- Build trusting relationships with families through regular communication and outreach.
- Increase family understanding of instructional supports, interventions, and special education services.

- Support two-way communication between families and school staff.
- Help families navigate school systems, procedures, and available supports.

Attendance & Early Intervention Support

- Support outreach to families when attendance concerns begin to emerge.
- Help identify barriers impacting school attendance, engagement, or participation.
- Connect families to appropriate school or community resources.
- Promote the importance of early attendance, literacy development, and consistent routines.

Student Support Coordination

- Collaborate with teachers, intervention specialists, counselors, administrators, and support staff.
- Assist in coordinating communication regarding interventions and student progress.
- Support family participation in problem-solving and intervention planning.
- Encourage family involvement in reinforcing academic and behavioral goals at home.

Resource Connection

- Help connect families with resources related to:
 - Attendance support
 - Academic intervention
 - Behavior and social-emotional needs
 - Community services
 - Parent education opportunities

Documentation & Reporting

- Maintain communication logs and outreach records.
- Provide periodic updates to administration regarding engagement efforts.
- Assist in monitoring family engagement trends and barriers.

Qualifications

Required:

- Valid Ohio licensure or certification appropriate to district employment
- Experience working with elementary students and families
- Strong communication and relationship-building skills
- Knowledge of student support systems and intervention practices
- Ability to maintain confidentiality

Preferred:

- Background in special education, counseling, social work, family support, or intervention
- Experience working with families of students with disabilities
- Knowledge of community resources and family engagement practices

Knowledge, Skills, and Abilities

- Strong interpersonal and communication skills
- Ability to build trust with diverse families
- Problem-solving and resource coordination skills
- Empathy and cultural responsiveness
- Ability to collaborate with multidisciplinary teams

Performance Expectations

Success in this role will be demonstrated by:

- Increased family participation in student support planning
- Improved attendance and intervention consistency
- Improved family understanding of student progress and goals
- Stronger academic support for students with disabilities at home
- Improved transition readiness for middle school