



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666
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Family Liaisons

Primary Function

Family Liaisons are responsible for developing 1) relationships with families that foster trust between families and the school, 2) Leadership in the parent community, and 3) opportunities for parents to support student achievement, a welcoming climate and positive school culture. The Family Liaison positions are designed to represent the District's cultural and linguistic diversity, and serve a target population that reflects a particular culture or language.

Organizational Relationships

The Family Liaisons report to the Resource Coordinator (Community Schools) and the Assistant Superintendent for Academics

Qualifications

- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to exercise sound judgment in making decision regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building and playground
- Ability to speak, write, read and understand English
- Fluency in designated second language, and ability to translate, if applicable

Performance Responsibilities

1. Act as a resource for culturally and linguistically diverse families for the purpose of providing information and listening to concerns. Provide language support for non-English speaking families as appropriate to specific position.
2. Assist parents with the completion of school documents (e.g. registration packets) for the purpose of facilitating the exchange of accurate information between school and home.
3. Communicate in person and on the phone with parents for the purpose of exchanging information.
4. Communicate with teachers and parents regarding student's school work for the purpose of promoting academic progress.
5. Participate in parent/student meetings (e.g. student study team, IEPs, discipline conferences) for the purpose of exchanging clear information. Provide translation as appropriate to specific position.

6. Perform other related duties, as assigned, for the purpose of ensuring successful communication between the school and home and a positive educational experience for the students and family.
7. Provide support and resources for parents for the purpose of improving student attendance.
8. Translate school correspondence for the purpose of providing information to parents in home language in order to increase communication as appropriate to specific position.
9. Organize parent and family activities (e.g. neighborhood networks) for the purpose of providing support to the school and parents in celebration of the diversity of the community
10. Support community schools partnerships, including outreach to families to ensure participation, liaising with community partners, maintaining consent paperwork and following up with families. Participate in the family engagement community school work group.
11. Maintain a variety of confidential lists and records (e.g. activity logs, phone logs, community resources, etc.) for the purpose of documenting activities.
12. Perform other duties and responsibilities as may be assigned by the Resource Coordinator (Community Schools) and the Assistant Superintendent for Academics

Terms of Employment

Family Liaisons are paid for a total of 750 hours per year (200 days) based on an average of 3.75 hours per day (18.75 per week).

This includes 675 total hours worked during the 180 day school year and 75 hours worked during the summer (20 days).

Family Liaisons have multiple evening and weekend responsibilities, including a potential non-traditional schedule with hours as early as 7 a.m. or late as 9 p.m. The final schedule is flexibly determined based on school, district and family needs. During peak months (e.g. registration, conferences) total weekly hours may exceed 18.75 hours with the pre-approval of the supervisor. Salary and work year determined by the Board of Education

Performance Evaluation

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of support service personnel.