

**JOB DESCRIPTION**

Title:	Parent/Guardian Liaison	Reports To:	Site Administrator	
Department:	Title 1 Schools	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	183 day calendar	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 32 <input type="checkbox"/> CSEA 860	

**GENERAL SUMMARY OF DUTIES:**

Under the supervision of the site administration, the Parent/Guardian Liaison supports Title 1 schools in developing and implementing a comprehensive program to increase and improve family involvement in support of student education and school culture. The Parent/Guardian Liaison works to enlist and engage culturally and linguistically diverse family groups in program activities.

**DUTIES OF THE JOB:**

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develop and implement effective family involvement strategies to empower families as key decision makers in school governance committees such as: School Site Council & English Learner Advisory Council.
- Work closely with the school site administrator, school office manager, teachers, and community partners to align and implement family engagement strategies linked to student learning.
- Promote and participate in school/district activities and programs for families.
- Recruit others to become part of the school’s family involvement program.
- Organize, implement, coordinate, and present family education workshops and training sessions, including night time presentations when families are able to attend.
- Develop volunteer activities at school site, including coordinating family leaders, room Parent/Guardians, volunteers, etc.
- Provide support resources and referrals to families as needed. Connect families with community resources (After School Programs, AFS, Food Bank, McKinney Vento, AUSD Food Services, etc.).
- Prepare monthly family engagement plans / events and maintain records on program activities that meet the site’s LCAP metrics and goals. Collect and evaluate the data of family involvement activities.

- Attend professional development sessions and meetings that support the work or connect with resources that benefit students or families.
- Attend meetings with other staff, such as COST and ELD coaches, to help support student needs.
- Facilitate individual meetings with new families to provide a welcoming school orientation and talk about the school's functions, services, and resources that support their student's academic success.
- Attend other agency or other school network meetings to connect the school community with community resources for families and students.
- Support and assist site office staff as needed
- Provide support to school site parent/guardian groups to encourage family engagement and involvement in their children's education.
- Communicate and promote community service hours to families in an effort to support student graduation requirements.
- Other related duties as assigned.

**EDUCATION AND EXPERIENCE:**

- Elementary – Middle school (pre K – 8<sup>th</sup> grade age level) education experience / knowledge preferred
- Bi lingual and bi literate
- AA Degree or its equivalency and or 2+ years of experience working in either parent/guardian or activities coordinator role

**KNOWLEDGE AND SKILLS:**

- Experience organizing families and/or community partners
- Strong event management skills from idea through execution and evaluation
- Excellent relationship-building and management skills-interfacing PTA, Site Administrator, Staff, and parent/guardians
- Strong communication, presentation, and interpersonal skills
- Strong organization, time management, and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work as a team
- Organize, implement, coordinate, and present family education workshops and training sessions
- Knowledge of AUSD programs (School Smarts, Parent/Guardian University) procedures and policies related to students
- Demonstrated commitment to students and learning
- Computer literacy: Microsoft Office Suite, Google Drive (docs, spreadsheets, etc)
- Driver's license and access to a personal car

**SUPERVISES AND SUPPORTS:**

- Supports school site administration, reports to School Site Administrator

**PHYSICAL REQUIREMENTS:**

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
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Bend	I		Lift/carry 0-10 lbs	F
Twist	O		Lift/carry 11-25 lbs	I
Squat	I		Lift/carry 26-40 lbs	O
Kneel	I		Lift/carry 41-100 lbs	N
Climb	O		Stand	I
Reach above shoulder	I		Walk	I
Grip/Grasp	F		Sit	F
Extend/Flex Neck	O		Drive	O
Use Dominant Hand	F		Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

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