

Job Title: **Family Outreach Liaison**
 Job Family: **ParaEducator Specialists**
 Pay Program: **Classified**
 Typical Work Year: **10 months**

Job Code: **1252**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 10**

SUMMARY: Facilitate communication with students, families, district personnel and community members to better meet the social and academic needs of students. Responsible for implementing the school's family engagement plan, increasing parent involvement and strengthening positive parent engagement at both the school and district level.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Work collaboratively with students, parents, and staff to develop and mentor relationships. Conduct family needs assessments. Develop a strategic family engagement plan to emphasize the connection between consistent family involvement and academic achievement in all areas.	D	40%
2. Work with parents and staff to impact student achievement. Identify student needs and align with District and community resources. Coordinate parent groups within the school and participate in home visits. Provide regular communication and outreach to families regarding culturally appropriate programming. Collaborate, develop, and facilitate culturally relevant activities that may take place after school, during evening hours or on the weekend.	D	30%
3. Participate directly in communication between students, teachers, counselors, principals, parents and others, including language translation as necessary to assure mutual understanding/comprehension of needs, issues and actions.	W	13%
4. Attend staff meetings, trainings, and conferences at both the school and district level. Actively participate in Title I School Accountability Committees (SAC), Parent Teacher Organization (PTO) and other parent groups.	M	5%
5. Collaborate with outside community organizations to serve as support for students and families and increase opportunity for academic success	D	5%
6. Work with staff and parents to ensure the family engagement plan and Title I funds are in alignment with the school and District Unified Improvement Plan (UIP).	W	2%
7. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Spoken and written Spanish language skills required.
- 2-year degree in education, social work, or equivalent relevant experience preferred.
- Experience in Community Service and Outreach preferred.
- Experience mentoring and advising students at all grade levels related to academic achievement preferred.
- Experience with at risk and culturally diverse populations preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facilities and into the community.
- Complete training and become qualified to complete Medicaid and CHP+ applications.
- Excellent verbal and written communication skills.
- Initiative and follow-through.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.

- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations
- Ability to conduct home visits when required.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	School Administrator, Coordinator or /Director	varies

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students in small group settings, school settings and or out of building activities.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	