

JOB DESCRIPTION
Puyallup School District
Professional/Technical - Level 8

FAMILY OUTREACH LIAISON

Purpose Statement:

The job of Family Outreach Liaison and is done for the purpose/s of working with students, parents, social services, community organizations, schools in all phases of program implementation, and perform other essential job-related work as required. Programs supported by the family outreach liaison include but are not limited to, student and family socio-economic needs, post-graduation support, parent outreach, and community outreach-

Essential Functions:

- Works closely with office managers/attendance secretaries and meet once a month to discuss challenges, strategies, and share resources.
- Understands the truancy petition process and supports buildings.
- Participates as part of the Community Engagement Board.
- Identifies families in crisis or at risk through referrals and data analysis to target resources and services effectively, including transportation.
- Coordinates with community organizations, schools, and other relevant stakeholders to establish a network of support for families, ensuring they have access to vital resources, such as housing, healthcare, education, and employment assistance.
- Offers parenting education, life skills training, workshops, information sessions, and counseling services to empower families and educate families on the importance of regular school attendance and provides resources on overcoming attendance barriers.
- Develops proactive measures and effective multi-tiered interventions to address truancy issues, that leads to regular school attendance, and engages families in the educational process.
- Works closely with school administrators, teachers, counselors, and other relevant stakeholders to coordinate efforts and implement effective truancy reduction initiatives.
- Collects, monitors, and analyzes attendance data to identify trends, evaluates the impact of interventions, and makes data-driven recommendations for improvement.
- Designs family outreach programming that engages all our diverse families and students, school staff, and other community-based partners
- Participates in and/or facilitates school, community, and higher education events that build relationships and promote efforts to engage families and students.
- Evaluates impact of district wide family outreach and attendance efforts in collaboration with the assigned administrator(s).
- Develops systems for identifying families with socioeconomic needs, as well assist identified families or student support in navigating social supports systems that may be available.
- Collects and analyzes data.
- Attends meetings as required by the department and related service organizations.
- Maintains regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Attends evening events and meetings related to family and community engagement.
- Performs other related duties as assigned.

Job Requirements: Minimum Qualifications **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include use of interpersonal, written, and verbal skills to defuse emotional situations, calm upset individuals, allay fears and lessen confusion.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: attendance and truancy knowledge, problem-solving, communication, and listening techniques; specific program rules and regulations, procedures, and guidelines; principles and practices of early intervention services; and applicable federal state and local laws, rules, regulations and policies and procedures; Bilingual in Spanish-English and bi-cultural capabilities and experience, particularly knowledge of and experience with linguistic/cultural/ethnic families and communities.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: identify needs, record data and complete and maintain necessary documentation and do follow up work in a timely manner; operate a personal computer; work in partnership with family participants; handle stressful situations; maintain harmonious working relations with co-workers, clientele, service providers, funding agencies and general public; understand and follow written and verbal instructions; communicate effectively verbally and in writing to audiences of various social, cultural, ethnic and educational and economic backgrounds; effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner; meet the travel requirements for the position.

Responsibility

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units/locations are often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; limited stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Educational background or experience in social services, health, or education preferred

Education: Associate degree required. BA/BS in social/human services, behavioral sciences, communication, education, or other related area preferred.

Clearances: Criminal Justice Fingerprint/Background Clearance