

South Amboy Public Schools

Job Description NON CERTIFIED

FAMILY LIAISON

QUALIFICATIONS:

1. High school diploma; experience working in a school district preferred.
2. Valid New Jersey driver's license.
3. Knowledge of child welfare and compulsory education laws and regulations and minimum experience as determined by the board.
4. Knowledge of board program, policies, procedures, and plans.
5. Knowledge of community resources and services that assist children and families.
6. Demonstrated ability to work successfully with children and adults and sensitivity to cultural diversity.
7. ESL Spanish speaking required to support immigrant families.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO:

Superintendent, or his/her designee

JOB GOAL:

To be a resource for students and their family members.

PERFORMANCE RESPONSIBILITIES:

1. Serves as an advocate for families and children that require assistance with language / translation and / or transition services as well as other issues navigating school forms, policies and procedures.
2. Assists with registration and enrollment.
3. Provide family crisis intervention as needed with the assistance of district counseling staff.
4. Assist parents/guardians in enhancing skills (e.g. parent education classes, ESL classes, computer and technology classes, and adult classes) for the purpose of being actively involved in their child's education.
5. Coordinates resources such as transportation, before and after-school child care, Department of Social Services, etc. for the purpose of providing the parent an opportunity to become an active participant in school activities/organizations.
6. Organizes and facilitates workshops (e.g. day, evening, and/or weekends) for the purpose of providing information, resources, and support to parents/guardians enhancing their overall parenting skills in the school and community.
7. Collaborates with others to promote and ensure the importance of parent involvement with school personnel for the purpose of providing effective methods and tools for working with parents/guardians as equal partners and building parent / school/ community relationships.
8. Maintain ongoing contact with teaching staff through class visits, email, telephone, etc. in order to share relevant information and gain information regarding child performance in the classroom.
9. Conducts home visits for the purpose of enhancing appropriate parenting skills related to the academic success of their students.
10. Encourages parent participation in school related events (e.g. PTO, parent volunteerism, field trips, committees, and parent teacher conferences) for the purpose of involving the parent as an active participant in their child's education.
11. Informs parents/guardians of community-based educational opportunities for the purpose of providing additional academic support beyond the regular school day and supports families with post-secondary planning.
12. Maintains a variety of records/documents (confidential and non-confidential) for the purpose of documenting activities, providing written reference and/or ensuring documentation for future reference in

accordance with administrative and legal requirements. Documents and track follow-up for family needs and goals.

13. Implements "Family Needs Assessments" for each family to assess family goals and needs; and provide recommendations and referrals for relevant community resources.

14. Works with parents/guardians to establish and maintain regular attendance for their child.

15. Participates in staff development activities and professional growth opportunities.

16. Responds to inquiries from a variety of sources.

17. Performs other duties as assigned by the Superintendent or designee.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board of education.

Flexible hours are required in order to meet the job responsibilities outlined, herein. Some evening hours are required for parent meetings and trainings.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Board Approved: August 24, 2020 (proposed)

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:38-1 Attendance at school free of charge

N.J.S.A. 18A:38-25 Attendance required of children between six and 16; exceptions

N.J.S.A. 18A:38-26 Days when attendance required; exceptions

N.J.S.A. 18A:38-27 Truancy and juvenile delinquency defined

N.J.S.A. 18A:38-28 Truants' return to parents

N.J.S.A. 18A:38-29 Warning and arrest of vagrants or habitual truants

N.J.S.A. 18A:38-30 Assistance of sheriff, police officers, etc.

N.J.S.A. 18A:38-31 Violations of article by parents or guardians; penalties

N.J.S.A. 18A:38-32 District and county vocational school attendance officers' appointment

N.J.S.A. 18A:38-33 Tenure of attendance officers in city districts

N.J.S.A. 18A:38-34, -35 Attendance officers in counties other than counties of first class; duties; terms; salaries

N.J.A.C. 6A:16-10 Reporting of allegations of child abuse and neglect

N.J.A.C. 6A:17 Students at risk of not receiving a public education

N.J.A.C. 6A:32-6 School employee physical examinations

N.J.A.C. 6A:32-8 Attendance and pupil accounting

N.J.A.C. 6A:32-13.1 Student attendance

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.