



Parent/Family Liaison

Purpose Statement

The job of Parent/Family Liaison is done for the purpose of providing support to the instructional program with specific responsibilities for enlisting parental involvement in students' educational programs; working with parents and students in identifying and achieving goals; accessing support services; creating training programs; and facilitating positive parent, school, and student relationships.

Supervisory Relationship

Reports to: Principal

Essential Functions

- **Administer Programs/Activities:** Bridge the gap between home and school by helping parents get the information and support needed to ensure their students' academic and social success, in compliance with established guidelines.
- **Assess Family and Student Needs:** Conduct surveys and interviews to develop and implement action plans to remove barriers to a child's success in school.
- **Connect Resources:** Link parents, teachers, staff, and students with health plans, classroom learning plans, and nutrition plans (e.g., school supplies, athletic programs, medical/dental/vision assistance, food/clothing/housing assistance, mental health resources, after-school activities).
- **Implement Programs:** Involve parents, students, and the community in school affairs through site tours, parent training workshops, and information sessions about services provided.
- **Maintain Records:** Keep a variety of confidential and non-confidential manual and electronic records (e.g., program participation, contact sheets, student logs, agency referrals).
- **Participate in Meetings:** Serve as a liaison for parents, child advocate, and participate in conventions, classes, and seminars to increase parent involvement, decrease attendance issues, and remain knowledgeable about program guidelines.
- **Plan Events:** Organize family meetings and parent involvement events to provide family support and comply with established guidelines.
- **Process Documents:** Manage program intake forms and other materials to document activities and disseminate information.
- **Provide Parental Support:** Assist parents with health, nutrition, living skills, budgeting, job skills, and goal setting to develop plans that remove barriers to a child's success in school.
- **Report Incidents:** Notify appropriate parties about suspected incidents (e.g., physical, sexual, and/or substance abuse, contagious diseases) to maintain student health and safety and adhere to district policies.
- **Represent School in Court:** Handle compulsory attendance cases in court (e.g., truancy filings) to comply with program requirements.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Planning and managing activities.
- Preparing and maintaining accurate records.
- Operating standard office equipment, including pertinent software applications.

Knowledge

- Community resources.
- Early childhood development and parenting skills.
- Life skills and family support principles.
- Social Work Best Practices.
- Basic math, including calculations using fractions, percents, and ratios.
- Reading technical information, composing documents, and facilitating group discussions.

Abilities

- Schedule and coordinate multiple activities and meetings.
- Gather and analyze data.
- Operate basic job-related equipment.
- Work with diverse individuals and groups.
- Establish and maintain constructive relationships.
- Adapt to changing work priorities and maintain confidentiality.
- Communicate effectively with culturally diverse populations, including those with limited English proficiency.
- Set priorities and work flexible hours.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Track budget expenditures. Utilize resources from other work units as needed. Continuous opportunity to have some impact on the organization's services.

Work Environment

Physical demands include some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, and fine finger dexterity. Generally involves 70% sitting, 15% walking, and 15% standing. Minimal temperature variations with some exposure to risk of injury or illness.

Experience

Job-related experience with increasing levels of responsibility is desired.

Education

Bachelor's degree in a job-related area.

Certificates and Licenses

Valid Driver's License & Evidence of Insurability.

Continuing Education/Training

Maintain certificates and/or licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

PB

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.