

SCHOOL DISTRICT OF BRADFORD COUNTY JOB DESCRIPTION

PARENT LIAISON

QUALIFICATIONS:

- (1) Minimum of a Bachelor's Degree in Social Work, Psychology, Human Services, Education or related field.
- (2) Minimum of three (3) years successful experience working with children, adolescents and families in an educational or community agency setting.
- (3) Experience in risk assessment and suicide prevention & intervention preferred.
- (4) Knowledge of the Florida Department of Juvenile Justice and Department of Children and Families, preferred.
- (5) Valid Florida Driver's License.
- (6) Computer proficiency.
- (7) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general principles, practices and techniques of providing educational assistance to families. Knowledge of community and school resources, services and programs related to the needs of identified families. Knowledge of basic interviewing and advisement techniques. Knowledge of diverse academic, socioeconomic, cultural and ethnic backgrounds of identified students and families. Ability to work effectively with others, individually, or in a team environment. Detail-oriented and self-motivated with the ability to make decisions and complete projects and tasks within deadlines. Possesses strong communication skills in oral, written, and electronic mediums. Ability to manage a complex workload, prioritize tasks, and use good judgment in providing services based on goals. Ability to demonstrate enthusiasm, job tolerance, initiative, and a strong work ethic.

REPORTS TO:

Assistant Superintendent

JOB GOAL:

To serve as a liaison between students, families, schools and community agencies regarding educational programs, services and student issues in areas such as attendance, academics, behavior, health and mental health and to provide related outreach, support and guidance services.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Serve as a liaison between teachers, parents, students, support staff and the community regarding educational programs, services and various student issues.
2. Provide outreach, liaison and guidance services to assist in resolving student issues and problems in areas such as attendance, academics, behavior and health.
3. Serve as an informational resource to parents, staff and others concerning school programs, services, attendance issues and other matters.
4. Work with parents, teachers and others in developing and implementing strategies, goals and objectives for resolving student issues.
5. Meet, confer with and interview parents in the identification of educational needs and issues.
6. Refer families to school and community resources and services as appropriate.
7. Learn policies and objectives of assigned programs and activities.
8. Coordinate and arrange various programs and services to meet the needs of students.
9. Translate communications between teachers, staff and limited or non-English speaking students and parents as assigned by the position; serve as an interpreter for conferences, telephone calls, assemblies and meetings as needed; translate written correspondence as necessary (if bi-lingual).
10. Review student records in the identification and monitoring of student attendance and academic issues as assigned by the position; prepare and update SARB documentation as required; attend SARB meetings as parent ally and district representative; attend MTSS meetings as appropriate.
11. Compose, distribute and respond to a variety of correspondence related to assigned liaison and support services; initiate and receive telephone calls; make home visits; schedule and arrange various student, parent and other appointments as assigned.
12. Contact parents to discuss student needs, issues and progress and aid in meeting student goals and objectives; follow up on student issues, progress and problems with staff, teachers and others to assure needs are being met.
13. Establish and maintain partnerships with community agencies to facilitate and enhance support services for BCSD students, parents and teachers.
14. Arrange, schedule and request parent participation in conferences, meetings and other activities; encourage parent participation in various school and community programs and services.
15. Assist in coordinating and arranging various programs and services to meet the needs of students, parents and teachers.
16. Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.
17. Contact community agencies to provide information and follow up on referrals.
18. Maintain various records related to assigned activities.

19. Monitor services, referrals, resources and other activities designed to improve the functioning of students and families; maintain appropriate reports and record keeping procedures to document the above.
20. Assist the schools in planning and providing parent involvement activities such as leading parent education groups, staff development activities, and coordinating PTA/PTO collaborations.
21. Participate in professional in-service training programs and staff development activities as appropriate and assigned.
22. Attend threat assessment and safety assessment meetings to ensure parents/guardians understand BCSD policies and procedures and Provide professional development for staff and parents/guardians in the area of youth mental health awareness and assistance.
23. Educate students and families that any person who makes, posts, or transmits a threat in a writing or other record, including an electronic record, to conduct a mass shooting or an act of terrorism, in any manner that would allow another person to view the threat commits a 2nd degree felony and may be considered an act of terrorism.
24. Attend workshops, conferences, and trainings to remain current on federal, state, and district laws, policies and practices.
25. Review current developments, literature and technical sources of information related to job responsibility.
26. Maintain confidentiality per FERPA and applicable HIPPA regulations.
27. Maintain certification and/or licensure requirements.
28. Follow federal and state laws, as well as School Board policies.
29. Assist in other projects as assigned by supervisor.
30. Follow all rules, regulations, and policies of the district and follow directives from supervisors.
31. Represent the district in a professional, courteous and positive manner at all times.
32. Deal sensitively and fairly with persons from diverse cultural backgrounds.
33. Perform other duties and functions that may be assigned by the Administration and/or supervisor.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the school district's approved instructional compensation plan. Length of the work year and hours of employment shall be those established by the school district. 196 days, 7.5 hours per day.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the school district's Performance Evaluation System.

JOB DESCRIPTION SUPPLEMENT: 5

SALARY SCHEDULE:

Instructional Salary Schedule

BCSB approved: July 13, 2020