

# NATOMAS UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

<b>POSITION:</b>	Family Engagement Liaison	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT/SITE:</b>	Assigned School Site(s)	<b>SALARY GRADE:</b>	Range 19
<b>REPORTS TO:</b>	Principal or Designee		

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **OVERALL OBJECTIVE AND SUMMARY**

Under the direction of the site principal(s) or designee(s), the Family Engagement Liaison is responsible for planning, organizing, and coordinating family engagement activities; assists with coordinating policies and procedures designed to promote and maintain effective relationships and understanding between the school district, parents, and community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop relationships with families that facilitate and support increased parent engagement and involvement in the school community and the advocacy of their children’s academic and socioemotional learning, including conducting home visits
- Establish and maintain regular communication with parents to inform them of school, district, and community events and opportunities in their preferred language
- Provide support necessary to guide parents in navigating NUSD systems in support of their child’s academic, social and emotional needs
- Coordinate, promote participation in, and attend school-wide events with families to promote inclusion in the school community
- Coordinate, promote, and facilitate regular attendance at parent meetings and events around topics of interest to parents
- Assist with the onboarding processes for new students and families, as well as support site re-entry processes for students that have been absent from school
- Assist in drafting and designing materials such as flyers, bulletins, newsletters, and brochures for family outreach events
- Assist parents in developing a greater understanding of educational practices, policies, and procedures at NUSD schools, such as Restorative Practices and Positive Behavioral Intervention and Supports
- Keep records of parent attendance at school and district events, to help determine effectiveness of family engagement
- Develop and maintain ongoing contact with community organizations that provide academic tutoring, mentoring and enrichment and/or extracurricular activities
- Attend and participate in school site staff meetings and trainings
- Develop and maintain a Parent Resource Center, library or dedicated space within the school
- Utilize the district’s online platforms to accomplish Family Engagement Liaison tasks
- Evening meetings may be required, a flexible schedule for these events may be made by mutual agreement
- Work collaboratively with the District’s Family Engagement staff to ensure the continuity of site family engagement with district family engagement efforts

- Transport students and/or adults using a District vehicle, as needed
- Perform related work as required

## **QUALIFICATIONS**

### **Knowledge of:**

- NUSD Vision, Goals, and Core Values, and strategic directions
- Effective practices in parent engagement, home visiting, and other programs
- Assigned school sites' missions and purposes
- Restorative Practices
- Trauma-Informed Practices
- Positive Behavior Intervention and Supports or related site programs
- Anti-Racist/Anti-Bias approaches
- Federal, state, and District policies and mandates related to work scope
- Interpersonal skills using tact, patience, and courtesy
- Diverse academic, socio-economic, cultural, ethnic, and disability backgrounds of students
- Methods to interpret, apply and explain rules, regulations, policies, and procedures
- Recordkeeping and computer skills

### **Ability to:**

- Communicate effectively with families from diverse backgrounds and cultures
- Possess presentation skills and have the ability to present to large groups of parents
- Communicate effectively both verbally and in writing with all levels of district staff, students, parents, and the community
- Develop and maintain positive relationships with community resources, teachers, staff, parents, and students
- Establish and maintain cooperative working relations with internal and external personnel
- Travel as needed to multiple school sites, off-site events, home visits, etc.
- Maintain strict confidentiality of student records and information according to established guidelines
- Interpret, apply, and explain school and District rules, regulations, policies and procedures
- Participate in District approved professional development to maintain current knowledge of the evolving needs of students and the District related to work scope
- Understand and follow oral and written directions
- Implement plans and evaluate their outcomes
- Prioritize responsibilities and meet established schedules and timelines
- Establish and maintain effective professional relationships with others
- Prepare and maintain clear, concise and accurate records and reports
- Prepare and deliver clear and concise presentations to a variety of audiences
- Meet District standards of professional conduct as outlined in Board Policy 4119.21
- Analyze information, summarize data and findings and present them in ways easily understandable to decision-makers
- Complete all required trainings, including annual mandated trainings, as required for the position
- Operate instructional and office equipment

## **PHYSICAL ABILITIES**

### **This position requires:**

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - Walking or standing for extended periods of time.

- Retrieving work materials and moving to remote locations
- Maintain effective audio-visual discrimination and perception needed for:
  - Making observations.
  - Communicating with others.
  - Reading and writing.
  - Operating assigned equipment and materials.
- Maintain mental capacity which allows the capability of:
  - Making sound decisions.
  - Demonstrating intellectual capabilities.

## **EDUCATION AND EXPERIENCE**

- *Any* combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:
  - Education: Bachelor's degree from an accredited college or university

and/or

  - Experience: Minimum five (5) years working in a culturally diverse public school system, including experience with family and community engagement
- Prior to hiring or commit to commence training within the first 90 days of employment, candidate must be trained in District-approved delivery regarding:
  - Restorative Practices
  - Trauma-Informed Practices
  - Positive Behavior Intervention and Supports or related site-programs
  - Mandated reporting
  - Any other relevant training currently being offered to this specific job classification
- Bilingual is desirable

## **LICENSES AND CERTIFICATES**

- Possession of a valid California driver's license is required, with valid auto insurance.
- Successful completion and certification of CPR/First Aid