



## BROWNVILLE INDEPENDENT SCHOOL DISTRICT

### Job Description/Evaluation

Rev. Date 4/14/2023

Employee Name:\*

Employee ID #:

Job Title:

Parent Liaison

Location:

(Choose from drop down list)

Pay Grade:

Pay Grade 3

FLSA Status:

Nonexempt

Days:

187

This job description is neither a contract nor a substitute for the official district policy manual, nor is intended to alter the at-will status of non-contract employees in any way. Plans and coordinates parent engagement meetings to comply with the Title I-A requirements. Maintains records and documentation of parent and family engagement activities and student absences in order to improve student achievement and student attendance.

#### SUMMARY

Makes contact with parents and children to ensure school attendance and keeps an open communication between the school and the community.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Demonstrates thorough goal setting, plans a clear-cut sense of direction and purpose.

Is prompt and thorough in completing assignments and attending to details accurately and effectively.

Serve as liaison and provides continuous open communication between school and home.

Coordinates with but not limited to, the data management clerk, attendance liaison, attendance clerk, and records clerk to address student attendance issues and documentation.

Utilizes and documents pertinent information into the student information system as it relates to attendance and student achievement.

Conduct home visits for students with attendance or other issues that may hinder student progress and communicates the outcomes with school personnel.

Communicate any outcomes and concerns that need immediate attention with department/campus administration.

Documents guardian contact and outcomes into the student information system on a daily basis.

Prepares reports regarding student attendance and parent and family engagement.

Inputs all documentation into the student information system regarding parent/student contact and outcomes on a daily basis.

Maintains student attendance, guardian contact, prepares weekly reports, and submits in a timely manner.

Assists with Title I-A parent and family engagement requirements.

Assists in identifying parent and family engagement activities that will impact student achievement.

Plans, coordinates and monitors campus parent and family engagement activities and attendance.

Encourages and promotes parent participation at the Campus and District level through meetings, committees and volunteerism.

Communicates with campus personnel of the importance of engaging parents in the educational process.

Assist and refers the identification of Title I, migrant, immigrant and homeless students to the proper department/personnel.

Assist parents and students in becoming aware of available campus, district and community social services and resources.

Plans and coordinates in conjunction with District's Parent and Family Engagement Department meetings for parents at the campus.

Monitors the campus parent and family engagement participation and attendance rates.

Demonstrates ability to work well with students, co-workers and administration in a positive, productive manner.

Maintain required documentation for student attendance and parental involvement.

Adhere to District policies and guidelines.

Maintain confidentiality of student, parent and employee personal information and high level of ethical behavior as is expected of all District employees.

Maintain professional growth by attending in-service and meetings as requested/required and on time.

Follow established safety procedures and techniques to perform job duties.

Perform duties related to parent and family engagement or student attendance activities assigned by the Supervisor/Principal.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

High School Diploma or General Equivalency Diploma (GED) in English required. Six (6) months of related experience preferred; must be able to communicate well in English and Spanish; must possess excellent oral and written communication skills; must be able to exercise good judgment when faced with problem solving situations.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Texas Drivers License and acceptable driving record, current auto insurance, and a means of transportation.

#### LANGUAGE SKILLS

Ability to read and interpret documents such as a safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of employees of the department.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations; ability to maintain emotional control under stress.

**OTHER SKILLS AND ABILITIES**

Knowledge of attendance laws and district attendance requirements. A valid Texas Driver's License and a means of transportation; ability to use technology required to perform the job; ability to deal effectively with parents from the different social levels; excellent telephone and oral communication skills.

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand and walk. The employee frequently is required to use hands to finger, handle, or feel and manipulate objects, tools or controls, and talk or hear. The employee is occasionally required to reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**COMMENTS**

The purpose of the performance evaluation is to improve the competency of the individual through studies and conferences. This performance evaluation is neither a contract nor a substitute for the official district policy manual, nor is it intended to alter the at-will status of non-contract employees in any way. This document describes the various responsibilities and competencies expected and it is also designed to serve as an evaluation form. When used for this purpose, the evaluator will input a number in the scale to the right of each statement. An overall performance rating scaled from 4-1, as shown below, will be utilized. You must justify in the comments section for rating 1,2 or 4.

**Performance shall be evaluated as follows:**

- 4 Exceeds Expectations: (Yes) If the performance **excels** in some major areas
- 3 Meets Expectations: (Yes) If the performance **meets** expectations
- 2 Below Expectations: (NI) If the performance **needs improvement** in some major areas
- 1 Unsatisfactory: (No) If the performance is **clearly not acceptable** in some major areas
- N/A=blank (N/A) Does not apply/not at this location.

**NOTE: YOU MUST JUSTIFY IN THE COMMENTS SECTION FOR RATING 1,2 OR 4.**

**SCALE**

**Performance Responsibilities:** Each performance responsibility area shown below may be utilized in evaluating the performance of the individual within the responsibility area.

Y	NI	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.01</b> Demonstrates thorough goal setting, plans a clear-cut sense of direction and purpose.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.02</b> Is prompt and thorough in completing assignments and attending to details accurately and effectively.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.03</b> Serve as liaison and provides continuous open communication between school and home.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.04</b> Coordinates with but not limited to, the data management clerk, attendance liaison, attendance clerk, and records clerk to address student attendance issues and documentation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.05</b> Utilizes and documents pertinent information into the student information system as it relates to attendance and student achievement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.06</b> Conduct home visits for students with attendance or other issues that may hinder student progress and communicates the outcomes with school personnel.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.07</b> Communicate any outcomes and concerns that need immediate attention with department/campus administration.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.08</b> Documents guardian contact and outcomes into the student information system on a daily basis.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.09</b> Prepares reports regarding student attendance and parent and family engagement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.10</b> Inputs all documentation into the student information system regarding parent/student contact and outcomes on a daily basis.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.11</b> Maintain student attendance, guardian contact, prepares weekly reports, and submits in a timely manner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.12</b> Assists with Title I-A parent and family engagement requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.13</b> Assists in identifying parent and family engagement activities that will impact student achievement.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.14</b> Plans, coordinates and monitors campus parent and family engagement activities and attendance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.15</b> Encourages and promotes parent participation at the Campus and District level through meetings, committees and volunteerism.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.16</b> Communicates with campus personnel of the importance of engaging parents in the educational process.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.17</b> Assist and refers with the identification of Title I, migrant, immigrant and homeless students to the proper department/personnel.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>1.18</b> Assist parents and students in becoming aware of available campus, district and community social services and resources.

- 1.19** Plans and coordinates in conjunction with District's Parent and Family Engagement Department meetings for parents at the campus.
- 1.20** Monitors the campus parent and family engagement participation and attendance rates.
- 1.21** Maintain required documentation for student attendance and parental involvement.

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

- |                          |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Y                        | NI                       | N                        | N/A                      |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>2.01</b> Demonstrates ability to work well with students, co-workers and administration in a positive, productive manner. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>2.02</b> Adhere to District policies and guidelines.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>2.03</b> Perform duties related to parent and family engagement or student attendance activities.                         |

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

- |                          |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Y                        | NI                       | N                        | N/A                      |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>3.01</b> Follow established safety procedures and techniques to perform job duties.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>3.02</b> Is aware of and supportive of guidelines pertaining to assignments and Board policies.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>3.03</b> Maintain confidentiality of student, parent and employee personal information and high level of ethical behavior as is expected of all District employees. |

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

- |                          |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Y                        | NI                       | N                        | N/A                      |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>4.01</b> Maintains professional growth by attending in-services and meetings as requested/required and on time. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>4.02</b> Performs any other duties deemed necessary by the Supervisor/Principal.                                |

COMMENTS REQUIRED FOR RATING OF 1,2 OR 4:

Overall Rating

**NOTE:** The arithmetic mean is used as the average in this block. The average is derived by dividing the total number of points by the number of areas actually rated. Enter average below and round off to the first decimal point (ie. 2.8, 3.0, etc.)

AVERAGE

EVALUATOR'S COMMENTS:

**EMPLOYEE'S COMMENTS:**

[Empty shaded box for employee comments]

_____ SUPERVISOR'S NAME	_____ SUPERVISOR'S SIGNATURE	_____ DATE
_____ EMPLOYEE'S NAME	_____ EMPLOYEE'S SIGNATURE	_____ DATE
_____ EMPLOYEE ID NUMBER	_____ SCHOOL/DEPARTMENT	

**FOR CLASSIFIED PERSONNEL OFFICE USE ONLY**

Received copy \_\_\_\_\_  
DATE