Family Involvement and Community Engagement Programs Liaison

Directly Responsible To: Chief, Pupil Services and Special Education or designee

Supervision: None

Major Responsibilities

Under direction of the Chief, Pupil Services and Special Education or designee, the Family Involvement and Community Engagement Programs Liaison is responsible for development and implementation of programs designed to promote increased engagement of MDUSD families and foster improved communication with the public. The liaison is responsible to lead and manage parent involvement, parent education, community outreach and family support programs. The Liaison coordinates with school sites to use alternate dispute resolution skills to resolve disputes identified by parents and community members. The Liaison collaborates with various stakeholders to manage a portfolio of family and community programs.

E: Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the core job functions).

DUTIES OF THE JOB:

- Assist in the development and review of curricular materials required for delivery of parent engagement, education and training programs that enhance families' understandings of and interactions with the district. **(E)**
- Collaborate with MDUSD staff to provide information requested and to address differences and disputes through alternative dispute resolution. **(E)**
- Collect, analyze and report on data on family involvement and community engagement to help staff develop strategies to increase outreach and access required of students' academic success.
- Train, coach, guide and support a range of staff in supporting family/community engagement goals. **(E)**
- Identify and utilize all resources of the system, building robust inter-agency partnerships and leveraging local community resources to develop effective family engagement programs.
- Utilize technology (including traditional and social media platforms) to help support efforts of maximizing family engagement through ongoing public outreach and increased parental support.
- Assist in the development of publications and communications to help support increased levels of family engagement and empowerment in their children's school communities. **(E)**

- Perform other tasks as requested to help realize district and community goals.

EDUCATION AND EXPERIENCE:

- Bachelor's degree or higher
- Valid California driver's license and acceptable driving record
- Minimum of five (5) years experience supporting family and community engagement efforts
- Experience working in an educational setting preferred

KNOWLEDGE AND SKILLS:

- Excellent skills in sustaining interpersonal relationships and organizing family education programs
- Outstanding oral and written communication skills in English
- Five (5) years of experience working with adult education/engagement/empowerment programs, facilitating community and public meetings, and conducting family workshops/presentations across culturally and linguistically diverse populations
- Knowledge of the California Family Engagement Framework and practical experience in the field
- Knowledge of public K-12 educational systems
- Demonstrated successful experience as trainer, facilitator, presenter, coach, mentor or program manager across culturally and linguistically diverse populations
- Ability and strong desire to work with historically underachieving and underserved parent and student populations
- Experience with and facility in with working computers and software applications, content development for print and electronic media (e.g., newsletters and new media communications tools)

DMA: Salary Range 11