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|----------------------|--|--------------------------|-------------------|
| <b>Job Title:</b>    | Family and Community Liaison                                       | <b>Wage/Hour Status:</b> | Hourly            |
| <b>Reports to:</b>   | Principal and Executive Director Equity and Stakeholder Engagement | <b>Pay Grade:</b>        | 303               |
| <b>Dept./School:</b> | Assigned Campus  | <b>Date Revised:</b>     | November 22, 2024 |

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### Primary Purpose

Support the principal with the integration of school-wide non-academic wraparound services to support school and District priorities and goals. Establish networks with District and community groups for the purpose of facilitating meaningful and effective community, school and family partnerships that result in improved student outcomes.

### Qualifications

#### Education/Certification

High School Diploma/GED or Higher Education from an accredited institution of higher education  
 Passing score on the District SET test

#### Special Knowledge/Skills

- Strong organization, communication and public relations, and interpersonal skills
- Knowledge of computers and software applications
- Ability to multitask

#### Experience

None

### Major Responsibilities and Duties

1. Serve as an advocate for families in the school community and advise the principal about practices and policies that may present barriers to family engagement and potential solutions.
2. Serve as an onsite resource for parents and families to help them navigate the school's systems of support and communication.
3. Consult with and support the principal in developing a strategic family engagement plan for the school, to include a calendar of events to include all required Title I activities and non-Title I activities and events, a communication plan, logistics for events, goals, and participation rates.
4. Support specifically to coordinate family engagement and the Community Schools program events, to include printing resources, providing administration with recommended requisitions to support events, creating, and maintaining documentation for participation rates and sign-in sheets, session evaluations, and general event coordination, for all events.
5. Coordinate a minimum of three family and community events each month.
6. Coordinate with school staff to communicate with and recruit parents to attend family engagement programs and events, including Title I activities and Community Schools program events.
7. Communicate District family and community engagement updates to school administration.
8. Recruit and register family and community volunteers to support the school's family engagement and academic programming.
9. Maintain Title I and Community Schools compliance documentation and upload artifacts of program activities as per District reporting procedures.
10. Utilize varied and effective methods to communicate with parents to ensure that they are aware of campus and program events.
11. Attend mandatory District staff development training to perform job functions and improve the quality of the parent and family experience at the school, and community partnerships.
12. Coordinate with staff, families, community members and District personnel to identify parent and family needs in the school community and engage community partners and District resources to address identified needs to build capacity of parents to support the Strategic Blueprint of the District.
13. Establish a family resource center for families that serves to engage parents in learning and sharing needed resources and services, including a community clothing closet, pantry, and other supplies.

- 14. Provide information about school and community resources.
- 15. Coordinate with District staff to support District Family and Community Engagement initiatives.
- 16. Perform other duties specific to family and community engagement as assigned by supervisor.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions; maintain emotional control

**Terms of Employment**

184 days; hourly rate to be established by the Board of Trustees

May be required to work some evenings and weekends to support family and community engagement events.

*This is a non-instructional position.*

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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.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

*Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.