

<b>Job Title:</b>	Military Family Liaison	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Principal and Executive Director Equity and Community Engagement	<b>Pay Grade:</b>	303
<b>Dept/School:</b>	Assigned Campus	<b>Date Revised:</b>	June 27, 2023

### **Primary Purpose**

The Military Family Liaison will work under the supervision of the assigned campus principal and the Executive Director Equity and Community Engagement to support the unique needs of military-connected students and their families. Military Family Liaisons will work with their supervisors to create a more inclusive, supportive, communicative school community in which students can thrive academically and socially.

### **Qualifications**

#### **Education/Certification**

High School Diploma/GED or Higher Education from an accredited institution of higher education

#### **Special Knowledge/Skills**

- Knowledge of unique military transitional issues
- Ability to work with professional staff, children, and adults
- Ability to follow verbal and written instructions
- Ability to carry out responsibilities in a prompt and efficient manner
- Good organization, communication, and interpersonal skills
- Ability to communicate clearly with parents
- Ability to assist military families in transition

#### **Experience**

Three (3) years experience working with military-connected students and parents

### **Major Responsibilities and Duties**

1. Assist in the creation of a welcoming attitude on their respective campus.
2. Report to the principal or his/her designee on transitional issues for the parent or child.
3. Communicate with principals, teachers, students, and parents.
4. Exercise emotional stability, patience, tact, and good judgement in any situation.
5. Interact with children on campus.
6. Interact with military parents.
7. Coordinate with supervisors to military families and leadership are well informed of school related issues and district programs.
8. Serve as a District advocate to the military community.
9. Advocate for and provide program information and support to military families of children with disabilities.
10. Work with principals to identify military-related campus needs and develop plans to address those needs.
11. Serve as the Military Family Liaison (MFL) for the El Paso Independent School District (EPISD), an essential component of the Community, Governmental Relations, and Parental Engagement team within EPISD.
12. Lead processes for the integration, coordination, and processing of military connected students.
13. Serve as the initial point of contact for school issues involving military connected students and apply best practices to quickly integrate military children into the campus community.
14. Meet with parents, students, school principals, guidance counselors, school liaison officers (SLO), and other school staff as appropriate to generate solutions to student and family transitional challenges.
15. Function as an advocate for parents/students and school staff, assist students/parents in locating points of contact in the local community and military community and make referrals as appropriate.
16. Maintain resource materials to assist parents/students in understanding the policies and procedures of the district, to include information on local scholarships, workforce training programs, and other educational opportunities.

- 17. Oversee the Partners in Education (PIE) which foster partnership between the military community and the campus; manage PIE activities that involve students during the school hours, e.g., tutoring and mentoring, workforce preparation activities, career counseling, crime, and drug prevention.
- 18. Support campus administration to monitor the Army Youth Programs in Your Neighborhood (AYPYN) after school program, collaborate with the campus business manager for input on budget, and funding, in the middle and high schools as applicable.
- 19. Coordinate facilities, bus transportation, snacks, and logistics for planned activities/events and AYPYN after school programs.
- 20. Prepare reports and conduct surveys on matters pertaining to the military connected students/families as requested by supervisors.
- 21. Assist with the distribution and collection of the annual Federal Survey (Impact Aid).
- 22. Manage the JS2S/S2S programs and collaborate with Parent 2 Parent Team for onsite classes and resources in collaboration with the Fort Bliss School Liaison Office.
- 23. Participate in professional development workshops as required.
- 24. Lead, plan and coordinate with staff and organizations to host military parent nights.
- 25. Serve as a member of the Campus Improvement Team and provide input for the campus improvement plan.
- 26. Collaborate with the campus Parent Engagement Liaison or Family and Community Liaison to support integration with the Title I, Part A, family engagement program.
- 27. Ensure Purple Star Designation activities are completed and submit the annual application for the designation.
- 28. Perform other duties 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 military family needs, issues, and public-school dynamics. Some in district travel. Some evening meetings as a representative of the school to the military family.

**Terms of Employment**

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

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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: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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