

Job Title: Parent Engagement Liaison	Wage/Hour Status: Hourly
Reports to: Principal	Pay Grade: 303
Dept./School: Assigned Campus	Date Revised: August 8, 2023

Primary Purpose

Support the principal with the school wide parent and family engagement program. Establish networks with school/community groups with the purpose of facilitating meaningful and effective parent and family engagement in the community.

Qualifications

Education/Certification

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

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 onsite resource for parents to assist them in navigating the school's systems of support and communication.
2. Support the principal with the recruitment of parents to attend family engagement programs and events including Title I activities.
3. Provide clerical support to the principal by maintaining original Title I compliance documentation and uploading evidence of compliance as per District reporting procedures.
4. Provide the principal with clerical support specific to family engagement, to include printing resources, creating and maintaining sign-in sheets, session evaluations, and general event coordination, for all parental engagement and family outreach efforts.
5. Support the principal in the development, implementation and evaluation of the school wide program, the district parental engagement policy, the schools' parent involvement plan, and the school-parent compact.
6. Utilize varied and effective methods to communicate with parents to ensure that they are abreast of campus events and family engagement opportunities.
7. Attend mandatory staff development training to perform job functions and improve the quality of the parent and family experience at the school.
8. Use data 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 academic and social-emotional goals of the district.

Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions.

Terms of Employment

184 days; **341120 Parent Engagement Liaison** hourly rate to be established by the Board of Trustees. May be required to work some evenings and weekends to support family engagement events.

176 days; **344121 Parent Engagement Liaison PT, not to exceed 19 hours per week;** rate to be established by the Board of Trustees. May be required to work some evenings and weekends to support family engagement events. **This is a non-instructional position.**

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: _____

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.