



Little Rock School District

JOB DESCRIPTION

Position Title: Family Community Engagement Liaison (High School) - Title 1

Prepared Date: 12/03/2021

JOB GOAL:

The Family/Community Engagement Liaison for the new Southwest High School will provide support and direction for students, parents and community stakeholders as students from J. A. Fair and McClellan transition to their new school. Additionally, the individual selected for this position will work closely with parents and students at Hall High School who have an interest in transferring into a neighborhood high school. This position will be federally funded and the candidate selected for the position will work closely with the District's Parent and Family Engagement Specialist to ensure that federal and state parent family and engagement requirements are in place by the time the school opens for students.

TERMS OF EMPLOYMENT:

Eleven (11) month (220 days) contract, Pay 802 Grade 06, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

SPECIAL NOTE: This position is reviewed *annually* and is contingent upon grant funding

QUALIFICATIONS:

1. Bachelor's Degree required in education, social work or public policy.
2. Minimum of five (5) years' experience in public or private sector working with groups.
3. Evidence of strong interpersonal and effective communication skills with parents, students, school personnel, and community.
4. Demonstrated competence in Microsoft Programs including Word, Excel, PowerPoint, and other computer software.
5. Knowledge in federal and state laws/regulations regarding parent involvement.
6. Experience in community partnership development, parent recruitment, volunteer recruitment and related areas.
7. Sensitivity to the needs of the populations served.
8. Bilingual candidates (English/Spanish) will be given priority consideration.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Must be able to facilitate and/or engage with various focus groups to ensure a successful transition for students and families to the new Southwest High School.



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2. Must be able to facilitate and/or engage with various focus groups to develop a comprehensive needs assessment that will support the school's Parent and Family Engagement Priority/Plan for students and families to the new Southwest High School.
3. Assists in providing training and resources for school-based Parent Facilitators in the identified schools.
4. Monitors compliance of Title I Parent Involvement and Family Engagement requirements.
5. Assists in implementing strategies for school-based Parent Involvement and Family Engagement Action Plans aligned with the National Network of Partnership Schools.
6. Monitors, provides and/or facilitates professional development workshops relative to Parent Involvement and Family Engagement.
7. Attends selected community, State, Regional, and National Parent Involvement and Family Engagement trainings to provide leadership to schools.
8. Collaborates with school personnel to establish and maintain a connection with parents and community organizations.
9. Provides for verbal and written Language translation when needed for Parent Involvement and Family Engagement activities.
10. Distributes Parent Involvement and Family Engagement information and materials to LRSD patrons.
11. Assists District and schools in planning, creating, and implementing Parent Involvement and Family Engagement activities.
12. Adheres, as needed, to a flexible work schedule inclusive of late evening, night, and Saturday Parental Involvement and Family/community Engagement activities.
13. Performs other related duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.