

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: FAMILY OUTREACH LIAISON

DEPARTMENT: STUDENT SERVICES

REPORTS TO: COMMUNITY SCHOOLS COORIDNATOR

DEFINITION:

The job of Family Outreach Liaison is done for the purpose/s of providing support to the instructional program with specific responsibilities for enlisting parental involvement in students' educational programs; working with parents and students in identifying and achieving goals; accessing support services; creating training programs; and facilitating positive parent, school and student relationships.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following:

- Administers programs/activities to bridge the gap between home and school for the purpose of helping parents get information and support needed to ensure their students' academic and social success in compliance with established guidelines.
- Assesses family and student needs (e.g. conducts surveys, interviews, etc.) for the purpose of developing and implementing an action plan to remove barriers to child's success in school.
- Connects parents, teachers, staff, and students with health plans, classroom learning plans, and nutrition plans (e.g. school supplies, athletic programs, medical/dental/vision assistance, food/clothing/housing assistance mental health resources, after school activities, school expectations, etc.) for the purpose of establishing and writing family goals, plans, and success strategies.
- Implements a variety of programs to involve parents, students, and the community in school affairs (e.g. site tours, provide information on services provided, parent training workshops, etc.) for the purpose of establishing familiarity with programs, services, and processes.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. program participation, contact sheets, time sheets for tutor programs, student logs, agency referrals, etc.) for the purpose of providing required information and/or documentation.
- Participates in a variety of meetings, workshops and committees (e.g. serves as liaison for parents, child advocate; conventions, classes and seminars to increase parent involvement, decrease attendance issues, decrease dropout rates, updates on laws that pertain to foster care, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Plans family meetings and parent involvement events (e.g. health and welfare, nutrition, counseling, problem solving, resolving conflict, emotional, physical and

academic support; clubs and groups, etc.) for the purpose of providing for family support needs and complying with established guidelines.

- Provides parental support in a variety of areas (e.g. health, nutrition living skills, budgeting, job skills, goal setting, etc.) for the purpose of developing and writing plans to remove barriers to child's success in school through supporting the family in basic life skills.
- Visits families and students in their homes for the purpose of enrolling students in a program, interviewing parents, informing parents/students of school and/or community resources and providing child development and parenting information.
- Works directly with external agencies such as social services and law enforcement for the purpose of ensuring the well-being of students and families.
- Coordinating with outside agencies and organizations to gather needed resources for students and families.
- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- Modern office practices and procedures, including filing methods and office machine operations, including computer technology.
- Basic math skills
- District policies and procedures related to student registration, admissions, and records maintenance
- Receptionist and telephone techniques

ABILITY TO:

- Use English properly, including spelling, punctuation, grammar
- Follow oral and written directions
- Supervise, train and work with students
- Work and maintain integrity of confidential materials
- Work closely with the accounting department.
- Perform job assignments with numerous interruptions
- Work independently in the absence of supervision
- Work effectively with public in person and over the telephone
- Organize work and meet deadlines
- Communicate with vendors.
- May require the ability to have an accurate keyboarding rate of 40 words per minute
- Establish and maintain cooperative working relationships

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Requires the mobility to stand, stoop, reach and bend
- Perform lifting, pushing and/or pulling of objects which do not exceed 50 pounds.

ENVIRONMENT

- Indoor environment/temperature – normal climate
- Continuous interaction with students, public and staff
- Noise level in the work environment is usually moderate

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- Experience working with and on the behalf of students.
- Two years of responsibility for community outreach, preferably in an educational organization.

EDUCATION

- Equivalent to completion of high school, supplemented by coursework or training in clerical areas.

LICENSE REQUIREMENT

Possession of a valid California Drivers License.