



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **LCE Digital Equity Liaison**
 Job Family: **Program Specialist**
 Prepared/Revised Date: **November 14, 2022**

FLSA Status: **Non-Exempt**
 Pay Range: **PS25H**
 Job Code: **40550**

SUMMARY: Responsible for promoting academic school achievement through digital equity for all culturally and linguistically diverse students and high needs families in Early Childhood through 12th grade by serving as a digital equity liaison between families, schools, and the community. Facilitate positive family-school relationships in collaboration with school administration and staff by providing access, support, and training on 21st Century technological and digital literacy skills. Work to engage families to participate in their child's educational success by removing technological and logistical obstacles to their full engagement and inclusion in the digital world. Creates transferable digital skills and connections to community resources and programs for our culturally and linguistically diverse families. Service will be provided at program sites. In addition, service will move to district and summer sites during June and July. Home visits and in-home support are ongoing throughout the year.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assist families and parents in navigating school and community digital systems and environments. This could include helping with registration, free and reduced lunch eligibility, transportation, and volunteering, school portal, access to grades/attendance, and general, city portal, public library, registering to vote, etc. Provide orientations and family education workshops regarding technological skills and experiences. Conduct home visits to support digital connections to digital resources and experiences. Refer students and families to applicable community resources.	D	40%
2. Work with students and families to address academic/technological/access challenges and provide resources; connect families and students to teachers, counselors, school administrators, community programs, and other resources and people as needed.	D	20%
3. Engage with the FSCP (Family, Student, Community Partnership) team to consult around obstacles families face regarding digital equity. Collaborate with school staff and community partners to offer events and workshops on a variety of digital equity topics specific to families' needs. Survey family needs at each event. Assist the school/community/district in developing a welcoming climate for families, staff, and students. Collaborates with district IT leadership to communicate needs, challenges, and opportunities to continue to grow our system to better to support digital equity in PSD.	D	15%
4. Facilitate ongoing, reciprocal communication between families, school, and staff by providing simultaneous and consecutive interpretation and translation services to bridge the digital divide.	D	10%
5. Attend work and arrive in a timely manner.	D	1%
6. Attend Family Liaison staff meetings and district team meetings. Attend relevant professional development and staff meetings organized by the district.	W	5%



7. Develop and manage data collection systems on program efficacy. Manage and maintain any tools and experiences related to FSCP digital equity projects in collaboration with IT.	M	5%
8. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree or equivalent required
- Related coursework/certificates in social work, technology, or related field preferred
- Three or more years of experience working with students and families in an educational setting, community service or outreach program required; experience working with at risk and culturally diverse populations preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Bilingual oral and written communication skills in English/Spanish required
- Digital technology skills
- Ability to problem solve technology
- Ability to train and teach technology to beginning learners
- Ability to travel between worksites and home visits
- Interpersonal relations skills
- Customer service and public relations skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to conduct home visits
- Ability to frequently travel among district facilities and into the community
- Knowledge of community resources and partners
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk			x	
Sit		x		
Use hands to finger, handle, or feed		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds	x			
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze		x		
Communicate				x
Copy		x		
Coordinate			x	
Instruct		x		
Compute		x		
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	