



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **LCE Family Liaison**  
Job Family: **Program Specialists**  
Prepared/Revised Date: **May 7, 2018**

FLSA Status: **Non-Exempt**  
Pay Range: **PS15H**  
Job Code: **40520**

**SUMMARY:** Responsible for promoting academic school achievement for all culturally and linguistically diverse students and high needs families in Kindergarten through 12<sup>th</sup> grade by serving as a liaison between families, schools and the community. Facilitate positive family-school relationships in collaboration with school administration and staff to implement a comprehensive parent and student engagement program to support students' social and academic success. Works to engage students and families to participate and contribute to their school community.

**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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Welcome families and assist parents in navigating the school system, including helping with registration, free and reduced lunch eligibility, transportation, and volunteering. Provide orientations and family education workshops. Conduct home visits and refer students and families to outside community resources.	D	40%
2. Work with students and families on academic challenges and provide school resources to ensure individual student progress; connect families and students to teachers, counselors, administration and other school staff as needed.	D	20%
3. Facilitate ongoing, reciprocal communication between families, school and staff by providing simultaneous and consecutive interpretation and translation services.	D	15%
4. Prepare and maintain the Family Engagement Year Plan with school administration and FSCP (Family, Student, Community Partnership) team. Collaborate with school staff and community partners to offer events and workshops on a variety of topics specific to families' needs. Survey family needs at each event. Assist the school in developing a welcoming school climate for families, staff, and students.	D	10%
5. Attend work and arrive in a timely manner.	D	1%
6. Attend Family Liaison staff meetings and district team meetings. Attend professional development sessions organized by the District Family Engagement Specialists.	W	5%
7. Complete monthly data sheet for the department of Language, Culture & Equity.	M	5%
8. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent required; associate's degree or two-year college certificate in social work 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:**

- Oral and written communication skills
- English language skills
- Bilingual oral and written communication skills in Spanish or Arabic, depending on specific assignment
- 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 as required
- 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
<b>Direct reports:</b>	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	