

Parent Liaison

QUALIFICATIONS

- Minimum of Associate's Degree preferred
- Experience in school settings and/or homeless outreach preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Commitment to supporting D108 families and students

REPORTS TO

Direct Supervisor: Superintendent or Designee

VISION

The Parent Liaison provides universal resources for families in the district with a concentration on educating staff and families on the McKinney-Vento guidelines and resources.

JOB GOALS

- Identify and support all students in the district who are homeless under the McKinney-Vento guidelines.
- Provide guidance and resources to all district families who are in need of support.

RESPONSIBILITIES

- Provide training, education, and guidance on the identification of homeless families/students in the district
- Meet with identified homeless families to facilitate their child's enrollment in school and to connect them to school and community resources
- Collect and input all McKinney-Vento data into Skyward
- Determine and facilitate the purchasing of supplies for both McKinney-Vento families and families in need
- Attend community meetings/resource fairs to gain knowledge of available resources.
- Attend and support district events as needed to support administration, families, and students
- Assist Administration with residency verifications
- Performs all duties as assigned by the Superintendent or designee

TERMS OF EMPLOYMENT

Work Day

Atypical Work Day per Contract

Work Year

Atypical schedule for 180 days (6.5 hours daily or 32.5 per week)

Bargaining Unit

Exempt from the bargaining unit

Salary and Benefits

Salary established by Board of Education with use of available Title Funds

EVALUATION

Per district procedures for exempt employees