Employee:
School Year:
Campus:

Belton Independent School District
Job Description

Job Title:	Parent Liaison	**FLSA Status:**	Non-Exempt, 187 Days
Reports To:	Campus Principal	**Pay Grade:**	**Para 304**
Department:	Campus	**Date Revised:**	May 30, 2024

Grant Funding Source: ESSA Title I, Part A – Improving Basic Programs	**Grant Funding Percentage:** 100%	**Grant Funding Code:** 211

Primary Purpose:

Assists the principal in establishing and maintaining the relationship between parents, teachers, and volunteers at the campus and in bridging the gap between home and school by helping parents get the information and support they need to ensure their child's academic and social success. Empower parents to become active partners in the education of their children.

Qualifications:

Education/Certification:
High school diploma or General Educational Development (GED) certificate

Special Knowledge/Skills:
Knowledge of campus instructional operations and school community demographics
Ability to work with culturally diverse community of educators, students, parents, and community members
Ability to present to parents, students, principals, and campus staff
Ability to use software to develop spreadsheets and databases, and do word processing
Excellent organizational, communication, and interpersonal skills

Experience:
Experience working on a school campus

Major Responsibilities and Duties:

Serve as liaison between school and home, establish trusting relationships and a welcoming environment fostering a positive working environment between school and home

Work teachers, staff, campus administrators, and volunteers to support parent outreach efforts that will impact student achievement

Make personal contacts with parents/families to include home visits when accompanied by another staff member.

Assist with student attendance phone calls to parents.

Assist with Title I, Part A Parental Involvement requirements.

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Assists with the activities noted in the campus Parent and Family Engagement Policy.

Engages parents to become involved with the school.

Assist to identify student and parent needs, work closely with school staff to coordinate services for students and families and provide community referrals to families, as needed.

Assists with the implementation of home school compacts between parents, school, and students

Collaborate and co-facilitate with administrators and teachers during parent and family involvement activities.

Work with bilingual parents, guardians, and staff to ensure use of interpreter services as available for parent-teacher conferences, school meetings, and activities.

Provide outreach materials for distribution in language(s) of parents and guardians; ensure multilingual signs, bulletin boards, and other displays are visible at school entrance/lobby to welcome all parents and provide information.

Co-conduct outreach activities, surveys, and coordinate parent involvement opportunities to secure input from parents, staff, and volunteers on program planning, implementation, and evaluation of campus needs.

Develop ongoing relationships with community-based and local faith-based organizations; articulate the school's mission to the community and solicit its support.

Maintains compliance documentation to show evidence of implementation of Title I requirements as noted in the Every Student Succeeds Act (ESSA), Section 1116

Attend appropriate parent and family engagement trainings and meetings, Parent Teacher Association and other support meetings, and relevant meetings within the community, as assigned.

Maintain confidentiality of student, parent, and employee personal information.

No more than 10% of the duty day (approximately 45 minutes) may be spent on operational tasks outside the parent and family engagement responsibilities

Policies, Reports, and Law

1. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

2. Compile, maintain, and file all reports, records, and other documents as required.

3. Follow district safety protocols and emergency procedures.

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Supervisory Responsibilities:

None; however, the Parent Liaison works closely with parents, teachers, and parents/families.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (under 15 pounds); Occasional heavy lifting (45 pounds and over); may be required to lift and transfer students to and from wheelchair or assist with positioning of students with disabilities

Environment: Work inside, may work outside; regular exposure to noise; regular districtwide travel to student homes

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____

Revised: May 2024
Prepared By: Belton ISD Human Resources Department