



# Longview Independent School District

## JOB DESCRIPTION PARENT/SCHOOL LIAISON

<b>JOB TITLE:</b>	Parent/School Liaison	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Magnet Grant Director	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Curriculum & Instruction	<b>PAY GRADE:</b>	Professional 1 (Grant Funded)

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### PRIMARY PURPOSE:

To perform services to help parents and students gain a fuller understanding of the district's services and programs and form relationships that will further the mission of the magnet program; to serve as a liaison among teachers, students, parents, support staff, and the community regarding educational programs, services, and student issues in areas such as attendance, academics, behavior and health; provide related outreach, support and guidance services

### QUALIFICATIONS:

#### Minimum Education/Certification:

Bachelor's degree in education, social work or related field from an accredited college or university, preferred  
Valid Texas Driver's License

#### Special Knowledge and Skills:

- Ability to work toward goals and objectives
- Friendly, courteous, and service-oriented
- Knowledge of the Longview community
- Knowledge of district programs
- Excellent written, verbal and non-verbal communication skills
- Excellent organizational and time-management skills
- Awareness and ability to access district and community services and resources
- Ability to work well with others
- Fluency in Spanish, preferred

#### Minimum Experience:

Two to five years experience in an educational setting preferred  
Parent interaction and counseling experience preferred  
Two to five years experience in social work and/or counseling



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### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Serve as the contact person who initiates a close connection/relationship with parents to encourage a strong partnership between home and school
2. Assist in coordinating and arranging various programs and services to meet the needs of students
3. Keep parents informed of information and support needed to ensure student's academic success
4. Conduct meetings at home or in other locations for parents in the identification of family needs and issues; provide information and materials to parents to assist in the location and utilization of school and community resources; refer parents to school services or community resources as appropriate
5. Translate communications between teachers, staff, and limited or non-English speaking students and parents; serve as an interpreter for conferences, telephone calls, assemblies and meetings as needed; translate written correspondence as needed
6. Make home visits to parents as appropriate
7. Serve as the contact person to answer parental questions about specific activities and events
8. Develop and implement a program, such as Parent Café or Parent University to bring topics related to family and school, parenting, computer training, or GED completion to families
9. Maintain accurate records of all activities for the district and state auditors and federal grant requirements
10. Respond to oral or written parent requests in a timely manner
11. Assist the Family Engagement Coordinator in activities involving parent/family engagement
12. Provide written and oral reports as needed
13. Comply with district policies, as well as state and federal laws and regulations
14. Adhere to the district's safety policies and procedures



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

15. Maintain confidentiality in the conduct of district business
16. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
17. Demonstrate regular and prompt attendance
18. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; may be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.



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### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: AUG., 2020**