

**Warrenton-Hammond School District
Job Description**

Job Title: Family Liaison/Federal Programs Coordinator
Reports To: Superintendent **FLSA Status:** Exempt

JOB SUMMARY

Family Liaison: Increase parent and family involvement. Establish effective communication between home and school and improve community outreach and training opportunities for Hispanic parents and families of students that will impact student academic performance of our English language learners.

Federal Programs Coordinator: Responsible for the development, implementation and evaluation of all Federal Programs. Plan, organize direct and evaluate Federal Programs to ensure the district offers the best possible educational programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Assist parents to help children maximize their educational opportunities. Including but not limited to:
 - a. Enrollment of Hispanic students
 - b. Utilization of school and community resources
 - c. Encourage parental involvement in schools
 - d. Support home visits and trainings for at-risk families
 - e. Facilitate and support understanding of student's academic achievement and attendance as a means of dropout prevention
3. Collaborates with school administrators, guidance counselors, nurses and other community agencies to help students and families make the best use of available opportunities and resources.
4. Maintain professional practices. Including but not limited to:
 - a. Understand, and abide by federal, state, and local laws, such as child protection/ child abuse, special education, attendance, education rights and privacy
 - b. Practice professional renewal through attending conferences, participating in professional organizations and remaining abreast of current research and literature
 - c. Attend meetings and trainings as requested
 - d. Translate documents and provide interpretive support as needed.
5. Research, create, input, format, organize and edit relevant data and prepare in a usable format.
6. Independently answer routine questions and correspondence not requiring the supervisor.
7. Professionally represent all stakeholders as directed in communications with constituents providing accurate information, facilitation and problem resolution.
8. Appropriately maintain and secure confidential records and inquiries.
9. Ensure the compliant operation of Title I. Including but not limited to:
 - a. Timely and meaningful consultation meetings with the non-public school representatives
 - b. Generate a contract and communicated with the outside agency involved in providing service
10. Coordinate with the technology department to maintain a current inventory of equipment purchased with Title I funds.
11. Write the Equity Plan required for Federal Programs.
12. Assist in planning district professional development programs.
13. Advise district personnel concerning use of Title IIA funds for professional development
14. Maintain the Federal Programs website.
15. Meet regularly with administrators on the operations of all federal programs and the literacy program.

16. Collaborate with administration to complete the observation/evaluation process for Title I and reading personnel.
17. Communicate with the Oregon Department of Education concerning the proper administration of Federal Funds.
18. Coordinate reporting with the District Homeless Liaison.
19. Collaborate with the District Reading Coordinator.
20. Monitor the Title I parent involvement in each Title I school to ensure compliance with the parent involvement requirements of the federal law.
21. Maintain contact with parents through surveys, letters, emails, phone calls and meetings.
22. Follow up on projects for continued funding in the area of Federal Funds.
23. Professionally represent the schools and the district in interactions with parent community, staff and students.
24. Maintain appropriate certifications and training hours as required.
25. Comply with applicable District, state, local and federal laws, rules and regulations.
26. Participate actively in staff and in-service meetings and as an effective member of the administrative team.
27. Attend work regularly and is punctual.
28. Perform other duties as assigned.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend in-service trainings and provides staff development/training(s), as requested.
2. Attend staff meetings.

SUPERVISORY RESPONSIBILITIES

All employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school and at least three years' related experience and/or training or equivalent combination of education and experience required. Prior successful experience as a family liaison, federal programs coordinator or in a school office/administration setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff, parents and students of varying disabilities.
- **Language Skills:** Evidence of multi-language fluency (i.e. read, write, speak, listen) and ability to translate with high degree of accuracy. Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students, parents and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel and Synergy. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with staff, students, parents, vendors and community. Ability to delegate responsibilities and meet time lines and to exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current highly qualified requirements under the reauthorized ESEA. Ability to obtain a valid CPR/First Aid card, Oregon Driver License, and bloodborne pathogen training.

PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. The employee may be required to assist in a special education classroom and need to lift up to 100 pounds. Must also be physically capable to effectively manage students including authorized restraint techniques. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is a standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bodily fluids bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
