

LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION

POSITION TITLE: School Success Liaison

DEPARTMENT / BUILDING: District Wide

TITLE OF IMMEDIATE SUPERVISOR: Equity Coordinator

BARGAINING UNIT: Non-Affiliate

EXEMPT/NON-EXEMPT:

LOCATOR (HR use only): 009

POSITION SUMMARY:

The School Success Liaison is a critical role designed to bridge Lakeville Area Schools and the diverse students and families in the community. This position will work directly with racially, culturally, linguistic and socio-economically diverse students, and families as well as all school staff to foster a supportive and inclusive learning environment that promotes academic achievement and cultural understanding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

- **Family Engagement:**
 - Build strong relationships with diverse families through regular communication and outreach.
 - Provide culturally responsive support and resources to families and school staff.
 - Help foster positive, trusting parent-teacher and parent-school partnerships.
 - Facilitate communication between parents and school staff through phone calls, emails, and home visits.
 - Organize community events and workshops to support the connection of diverse families and the Lakeville Area School system
- **Student Support:**
 - Monitor student academic progress and attendance.
 - Collaborate with student services staff (counselors, case managers, assistant principals, etc) to ensure students are getting the support they need to thrive.
 - Support students in their college and/or career aspirations.
 - Advocate for equitable educational opportunities for all students.
- **School and Community Partnerships:**
 - Collaborate with school staff, community organizations, and other stakeholders to support student success.
 - Identify and address barriers to student achievement.
 - Promote cultural competency and diversity within the school district.
- **Professional Development:**
 - Provide professional development to school staff on cultural competency, diversity, equity, and inclusion.
 - Collaborate with teachers to develop culturally relevant curriculum and instructional strategies.

- Share best practices and resources with colleagues and community partners.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

- Associate's degree required or equivalent work and lived experience
- Proven experience working directly with diverse communities, including recent immigrant families.
- Strong understanding of the specific challenges and needs of diverse students and families.
- Experience working with elementary, middle and high school students
- Demonstrated ability to build strong relationships and trust with diverse populations, especially within one of the many diverse communities in the area (Hispanic, Somali/East African, Southeast Asian, Black/African American, Eastern European, Indigenous/American Indian etc)
- Written and verbal bilingual proficiency in one of the 86 languages spoken by students and families in LAS and English is highly preferred.
- Knowledge of cultural competency, equity, and inclusive practices.
- Excellent interpersonal and communication skills, both verbal and written.
- Strong organizational and time management skills.
- Ability to work independently and collaboratively within a team environment.

Employee is required to:	Never	Occasionally 1-33%	Frequently 34-66%	Continuousl y 66-100%
Stand			X	
Walk				X
Sit				X
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk, see and hear				X
Taste or smell		X		
Physical (lift and carry):				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
More than 100 pounds	X			

DATE: 02/06/2025