

JOB DESCRIPTION



FAMILY LIAISON 12-MONTH

ESSENTIAL JOB FUNCTIONS:

1. Help the school community develop a family-friendly school climate amongst staff, students and families.
2. Develop and implement effective family involvement strategies to empower families as key decision makers in school committees. Serve as liaison to create and support family support groups for family collaboration regarding community needs.
3. Develop programs and activities designed to engage families in the school environment, including evening family events, orientation events, and open houses.
4. Collaborate with Student Services to provide wrap-around services for students.
5. Organize, implement, coordinate and present family education workshops and training sessions (for example, Powerschool, Canvas, current event topics and social media). Provide information about school goals, resources, and activities.
6. Support families in their transition from 8th to 9th grade. Meet with new transferring families as part of the intake process in conjunction with counselors.
7. Oversee coordination and utilization of the O'Plaine Welcome Center.
8. Assist with the preparation and dissemination of family education materials. Assist new families with community resources in surrounding areas.
9. Collect and evaluate the data of family involvement activities.
10. Coordinate and conduct home visits with buildings as needed to support home-school connection.
11. Assist in training parents to volunteer as parent-parent peer mentors as needed.
12. Collaborate with the Multilingual department to provide families new to the country with the intake process, guidance and orientation regarding the educational system in the United States.

EDUCATION AND EXPERIENCE:

- English and Spanish written and verbal language proficiency preferred.
- Knowledge of community resources and services.
- Experience in working with diverse populations.
- Experience in family engagement and outreach.
- Bachelor's Degree preferred.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

WARREN TOWNSHIP HIGH SCHOOL IS AN EQUAL-OPPORTUNITY EMPLOYER

Per Board Policy 5:10, the District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Updated 03/20/2025