

## OUSD Family Engagement

### Site Family Engagement Liaison - Uniform Job Description



COMMUNITY SCHOOLS  
& STUDENT SERVICES

**Vision:** Through meaningful family engagement, we envision a transformed school system that has directly confronted and actively addressed inequity and injustice so that every OUSD student graduates and becomes a fully engaged member of our community.

**Mission:** The mission of meaningful family engagement is to inspire, engage, and support the students, families, and communities of OUSD to become authentic co-owners of our schools who share responsibility for every student becoming college, career, and life ready. Through relationship building and by building staff and parent capacity, we create opportunities for family participation in learning, leadership, and advocacy that result in high levels of academic achievement and life opportunities for individual students and for entire school communities.

**Position Description:** *The Site Family Engagement Liaison is responsible for developing 1) Relationships with families that foster trust between families and the school, 2) Leadership in the parent community, and 3) Opportunities for parents to support student academic achievement, a welcoming climate, and positive school culture. The Liaison works to carry out the operation of the school's Family Resource Center.*

#### Responsibilities:

- Create a welcoming, safe, and supportive Family Resource Center/Parent Room environment
- Serve as a leader/role model in developing parent-teacher/school staff relationships among school personnel
- Facilitate parent meetings, workshops and leadership development in collaboration with teachers
- Lead the coordination of a variety of family/parent participation activities (i.e. cultural events, common core grade level workshops, parent orientations, parenting support workshops, computer classes, reading night, perfect attendance, etc) and carry out tasks such as ordering food, setting up, cleaning up, handouts, event logistics
- Lead Communication/Outreach/Promotion with parent leaders, community partners and school site staff for family workshops/events, or other parent communication necessary for student achievement and school culture
- Develop and maintain a school wide parent volunteer system in alignment with OUSD Volunteer policies, coordinate volunteer efforts and recruitment of parent volunteers
- Foster relationships/partnerships with outside community and educational organizations focused on family engagement linked to learning
- Work with families of LCAP target group populations (African American, English Learner, Special Education, Economic Hardship), to increase their participation and engagement
- Work with community schools manager to provide resources to families as needed
- Be familiar with all aspects/operations of the school, participate as school site staff in staff meetings/professional development
- Organize Family Resource Center materials/resources
- Communicate and coordinate academic activities for parents with teachers
- Create and distribute monthly or weekly bulletin for families
- Assist with (Spanish/Vietnamese/Mandarin) translation (oral and written if spoken), work with administration/front office to secure translation when necessary
- Create and post flyers for events
- Make phone calls to parents for outreach and parent-teacher communication support
- Attend monthly site governance team meeting/school site council and quarterly district family engagement training, professional development
- Support with measuring impact of family engagement efforts (through district parent surveys)