



## Parent Liaison

<b>Job Classification:</b>	Direct Service Staff
<b>Hiring Range:</b>	\$20.00 - \$22.00 per hour
<b>Department:</b>	Programming
Parttime or	Full-time 9.5 month position
Fulltime	Elementary Parent Liaison Position in Johnson County serving Buffalo and Kaycee

### Job Description:

The parent liaison works in partnership with the school district to support families and school staff in ways that promote the academic success and the social and emotional health of students. (S)he is responsible for developing enhanced parent and school communications, increasing opportunities for parents to participate as partners with schools in the academic and social growth of their children, supporting parents with parenting challenges and skills, and assisting parents in connection to community resources.

### Primary job responsibilities:

- Facilitates effective communications between school officials and parents.
- Assists parents in identifying and implementing positive parenting practices.
- Encourages parental involvement with the school and assists parents in finding meaningful ways to participate in school activities.
- Provides emotional support to parents who lack traditional support systems.
- Assists parents in building positive relationships with school staff.
- Assists parents in identifying and accessing community services which relate to the family's needs.
- Assists parents in identifying and building upon their family strengths.
- Facilitates parenting workshops, as available.
- Assists teachers in understanding the family's dynamics, circumstance, and/or background that may be contributing to learning, attendance, and behavior.
- Assists teachers in identifying methods for enhancing parents' ability to support their child(ren)'s learning and success.
- Works closely with and develops trusted relationships with Compass Center for Families and the school district.
- Facilitates cross-team cohesiveness and increases communication effectiveness.
- Attends staff meetings and appropriate board functions.
- Collects data for program evaluations.
- Meets with supervisor on a regular basis for supervision, support and guidance.
- Works with supervisor and school to ensure program success.

- Participates in occasional Compass Center for Families events within the community outside of normal work hours.
- Works as part of Compass Center for Families team by supporting other team members and various organization programs.

**Core competencies:**

*Job specific*

- Cultural competency
- Strength based and empowering approach
- Knowledge of developmental stages
- Strong verbal and written communication skills.
- Skills in bringing others together and trying to reconcile differences.
- Skills in persuading and influencing others towards a common belief and building rapport.
- The ability to shift back and forth between two or more activities or sources of information.

*Organization-wide*

- Skills in knowing one's own strengths and ability to invest in others' strengths.
- Skills in collaboratively working on a team.
- Skills in actively looking for ways to help people and desire to deliver outstanding results.
- Skills in managing one's own time.
- Ability to initiate and inspire change in people and in behaviors.
- Ability to work in a professional manner with a high degree of discretion.
- Desire for continued learning and ability to stay current with best practices and current trends.
- Altruistic, non-judgmental, solution-based personality with a good sense of humor.
- Passion for supporting the Compass mission and representing the organization in a positive manner.

**Education, training, experience, certification requirements:**

- Four year degree in social work, education, or related field
- Advanced two year degree in social work, psychology, education or related field preferred
- Additional two years of experience working with families and public schools in a supportive role is preferred
- OR, equal combination of education and work experience

Compass Center for Families is an equal opportunity employer. The basis for recruitment, hiring, placement, training, compensation, and advancement at Compass Center for Families is qualifications, performance, knowledge, skills, abilities, and experience.