



# SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

## JOB DESCRIPTION

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**Job Title:** Full Time Title I – Parent and Family Engagement Liaison      **Salary Block:** 303

**Reports To:** Campus Administrator in charge of Title I      **Terms of Employment:** 183 Days

**Exemption Status:** Non-Exempt

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### Primary Purpose:

The primary purpose of this position is to serve as the Parent and Family Engagement Liaison for the campus and increase parent and family engagement at the campus.

### Qualifications:

#### Education/Certification:

- High school diploma/equivalent or higher

#### Special Knowledge/Skills:

- Bilingual English and Spanish preferred
- Exceptional communication skills

### Major Responsibilities and Duties: (Duties described in job description are performed through Title I 100% of the time.)

1. Follows rules and regulations under Public Law 114-95 Section 1116.
2. Jointly develop a Parent & Family Engagement Policy with, and distribute to, parents and families.
3. Notifies parents and family members of the policy in an understandable and uniform format and to the extent practicable, provided in a language the parents and family members can understand.
4. Ensures that the policy be made available to the local community and updated periodically to meet the changing needs of parents, family members and the school.
5. Conducts, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served under this part, including identifying barriers to greater participation of parents and family members...
6. Uses the findings of such evaluation to design strategies for more effective parent and family engagement and to revise, if necessary, the parent and family engagement policies described in Section 1116.
7. Convenes a Title I annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited.
8. Offers a flexible number of meetings, such as meetings in the morning or evening.
9. Develops jointly with parents and family members for all children served, a school-parent compact that outlines how parents, family members, the entire school staff, and students will share the responsibility for improved academic achievement.
10. Provides assistance to parents and family members of children served by the school, as appropriate, in understanding such topics as the state's academic content standards, state and local academic assessments.
11. Provides assistance on how to monitor a child's progress and work with educators to improve the achievement of their children.
12. Provides materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement.

ADOPTED: 9-6-94

AMENDED: 12-2-96, 8-6-02, 9-25-02, 10-11-02, 7-15-03, 6-9-06, 06-19-06,  
6-24-08, 8-19-10, 1-11-13, 10-5-16, 5-16-17, 10-23-17, 9-25-19

**Full Time Title I – Parent and Family Engagement Liaison**

- 13. Conducts an annual parent and family engagement survey to assess the needs of parents, family members and the community.
- 14. Works as a team with Title I Parent and Family Engagement Liaisons from feeder campuses to coordinate parent and family engagement sessions.
- 15. Ensures that notifications for parent and family meetings are sent out in a timely manner.
- 16. Implements a parent and family engagement program that creates partnerships among schools, parents, family members, and community members.
- 17. Facilitates sessions where all concerned, share ideas, support each other, and work together as a team.
- 18. Provides activities that empower parents and family members to become their own problem solvers.
- 19. Ensures parents and family members attend the annual Regional Families and Communities Engaged in Schools Conference.
- 20. Attends scheduled meetings with Title I Specialist.
- 21. Upholds and adheres to safety rules and policies of the SISD safety program.
- 22. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
- 23. Supports the goals and objectives of the school district and follows all district policies.
- 24. Provides optimal customer service to all students, employees, parents, families, community members, and any other stakeholders of the district.
- 25. Performs any other duties as assigned by the appropriate supervisor.

**Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Ability to communicate (verbal and written); ability to instruct, maintain emotional control under stress

**Physical Demands/Environmental Factors:** Occasional prolonged and irregular hours

*This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of Board policy.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.