



JOB POSTING Internal/External Grant-Funded, Non-Union

Position Title:	<u>Family-Services Liaisons (3)</u>
Reports to:	Superintendent or Designee
Terms:	2023-2024 School Year 40 weeks, 205 days. Start date August 7, 2023
Salary:	\$18.00 - \$26.00 per hour, commensurate with education and experience; comprehensive benefit package
Closing Date:	June 12, 2023, or until filled

This Family-Services Liaison assists students who are having social, emotional, academic, or behavioral difficulties which impact their learning. The Family-Services Liaison provides a link between home, school, and community.

Required Qualifications:

- Bachelor's Degree in Social Work, Guidance Counseling, Sociology, Psychology, or a related field
- 1-2 years of experience working with school-age children is preferred
- Degree with appropriate coursework and experience will be considered

Responsibilities

- Foster a positive, open working relationship between parents and the school/district.
- Develop and enhance communication, networking, and collaboration between parents, schools, and community agencies.
- Upon receipt of a referral, convene a meeting of all involved parties to cooperatively develop an action plan and schedule the first home /school visit.
- Provide supportive services and follow-up activities both in the home and school environments.
- Promote strategies for parent/guardian involvement in school-related activities.
- Meet with teachers & grade-level teams regularly in the school setting to assess progress and make necessary adjustments to action plans.
- Meet with building administrators, social workers, behavior interventionists, and the Social Emotional Wellness Coach on an ongoing basis regarding concerns, issues, and caseload.
- Seek consultation and make referrals to community agencies/resources as needed.
- Provide services coordination for families who have involvement with multiple agencies.
- Act as a truancy liaison in individual building(s) to ensure students attend regularly, and participate in preliminary inquiries and court hearings on an as-needed basis.
- Work around family needs requiring schedule flexibility, including evenings.
- Collaborate with other building liaisons to coordinate efforts when working with the same families.
- Demonstrate the ability to withstand the physical and mental rigors of working as a family-school liaison.
- Regular and reliable attendance and physical presence are required. Must be able to adapt to a flexible work schedule.
- Other duties as assigned by the administrator.

Applicants: Qualified candidates should submit a resume, letter of interest, college transcripts, and three (3) professional letters of reference to: applicant@reedcityschools.org.

Reed City Area Public Schools is an equal opportunity employer and does not discriminate based on race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling conditions in employment. No person shall be denied employment solely because of any disability that is unrelated to the individual's ability to do the essential functions and duties of the job without accommodations. Under state law, a person with a disabling condition may not allege a failure to accommodate a disability condition unless the employer knew or reasonably should have known that an accommodation was needed.