

Native American Family Liaison Job Description

Under the supervision of the Superintendent and/or site principals, essential functions include working with Native American families and students in improving home to school connections, academic performance, social/emotional wellbeing and attendance.

Sample duties and skills required:

- Weekly communication with staff, students and families in relation to attendance, academic performance, social/emotional health
- Assist students as needed in completing in class and homework assignments
- Ability to use computer for word processing, basic data input, access data through AERIES
- Ability to communicate with all through speaking, listening and writing
- Collaborate with Title VI program to support cultural activities and education
- Communicate with families' extracurricular supports and activities available to students. Encourage and support involvement
- Identify needs, Problem Solve/Trouble shoot, help families to access available resources to address identified needs.
- Coordinate with Tribal Center as appropriate and necessary

QUALIFICATIONS:

- Education equivalent to graduation from high school.
- Two years of higher education, OR
- Associate's or higher degree, OR
- Pass a formal state or local academic assessment demonstrating knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness
- Working knowledge of community resources, child welfare and attendance laws and regulations
- The ability to work through complex circumstances to support students with school attendance and other needed supports

DESIRABLE QUALIFICATIONS:

- Strong experience using computer based Student Information Systems (AERIES)
- Experience working with children in a group or educational setting
- Experience working with Native American families preferred but not required.
- Counseling experience helpful.

PHYSICAL ABILITIES REQUIRED:

- Sufficient mobility to interact successfully with students and families

LICENSES AND CERTIFICATES REQUIRED:

- Possess a valid California Driver's License

Approximately 20 hours per week- Hours to be arranged

Salary Range: 10