

Hernando County School Board Florida

FLSA: Non Exempt, Non-Union

FAMILY ENGAGEMENT AND COMMUNITY CENTERS LIAISON
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Required Qualifications:

- High School Diploma or GED
- Minimum of three (3) years of experience in family engagement practices
- Strong understanding of community engagement principles and practices
- Demonstrate proficiency in the use and management of technology and social media
- Excellent verbal and written communication skills
- Ability to keep accurate records and prepare reports
- Available to work a flexible schedule that includes evenings and some weekends

Desired Qualifications:

- Associate Degree or 60 hours of college credits from an accredited institution

Performance Responsibilities:

- Responsible for the development and coordination of the community centers
- Identify and recruit people and organizations willing to offer programs and services for students and families at the community centers
- Collaborate with the school administration to determine hours of operation, security, and other needs
- Develop, maintain, and publicize a schedule of programs and activities offered at the community center for students and their families
- Organize and monitor programs and activities
- Implement and maintain a process that encourages referrals to programs and services offered at the community center
- Facilitate ongoing communication between community partners, teachers, parents, and students
- Represent the community centers' initiative in various public forums as needed and participate in advocacy activities to promote the initiative
- Coordinate with the school administration on how to integrate community partners into school governance structures (i.e., School Advisory Council, school committees, and Family and Community Engagement Advisory Committee)
- Provide resources and ideas to teachers to engage families in their child's education
- Prepare and gather appropriate data for activity and event evaluations

- Act as a liaison between community-based organizations and the District
- Promote increased student achievement through family engagement practices
- Coordinate with the Florida Department of Education, East Coast Technical Assistance Center (ECTAC), Region IV to build capacity for family engagement
- Organize and staff an oversight committee (to include representatives of the school, at least one nonprofit partner, and parents)
- Ensure that the oversight committee meets regularly to be certain that identified needs are being addressed
- Seek input from teachers, school staff, school board members, parents, and students to determine ongoing needs of students and families
- Perform other duties as assigned by the Director of Federal Programs or designee

Reports to:

Reports directly to Director of Federal Programs or designee

Evaluation:

Annual evaluation done by the Director of Federal Programs or designee

Terms of Employment:

12-month employment

Grant funded

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B

Job Code:

61022

Board Approved: 08/13/19

Revised: 07/20/21