

SCHOOL DISTRICT NO. 21 OF MARICOPA COUNTY, ARIZONA  
MURPHY ELEMENTARY SCHOOLS

POSITION DESCRIPTION

CLASSIFICATION:	Classified
POSITION:	Parent Outreach Liaison
QUALIFICATIONS:	<ol style="list-style-type: none"><li>1. High School diploma or equivalency certificate (GED), Associates Degree, CDA preferred</li><li>2. Bilingual (Spanish) required.</li><li>3. Must have a strong background in working with diverse populations in a low Supplemental Educational Services community.</li><li>4. Demonstrate empathy for and with children and adults in the time of family crisis.</li><li>5. Basic skills in computer applications, word processing, required.</li><li>6. Respect for confidentiality of records and communication.</li><li>7. Must possess a valid Arizona driver's license.</li></ol>
SUPERVISED BY:	Primary: Early Childhood Coordinator Secondary: Family Literacy Specialist
NOTE:	Shall take working instructions, on occasion, from one or more administrators in order to effectively deliver services and foster cooperation and lines of communication.
SUPERVISES:	No one.
POSITION GOAL (S):	To provide assistance and support to parents to Early Childhood Caseworkers in outreach activities to parents and community. Teach parents how to engage their children in early learning activities in the home.
DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"><li>1. Work with the Early Childhood Caseworkers in making contacts with parents for early childhood health and education services.</li><li>2. Visit the homes of families with young children and model/teach parents how to use early learning activities in the home.</li><li>3. Assist with translations as needed for parents and Early Childhood Caseworkers.</li><li>4. Maintain direct contact and close working relationships with other early childhood health and education providers in the district.</li><li>5. Present a positive image of the school District to parents and convey to them the schools genuine concern with education, literacy growth and development of each child.</li><li>6. Encourage parents to become involved in their children's education and the programs offered.</li><li>7. Assist with clerical duties, filing, ordering supplies, and recording communications as directed by the Early Childhood Coordinator and Family Literacy Specialist.</li><li>8. Perform any other related job tasks upon request of supervisor.</li></ol>
PHYSICAL REQUIREMENTS:	Sitting, standing, walking, some lifting, stooping/bending.
TERMS OF EMPLOYMENT:	40 hours per week – FT- Benefits Hourly Rate: \$ 9.75 - \$12.75 Contingent upon Funding – <i>First Things First Grant</i>
EVALUATION:	Performance on this job will be evaluated annually in accordance with the provisions of Board Policy on the evaluation of Classified Personnel.