

**Job Title:** AIDE, PARENTAL LIAISON  
**Reports to:** Special Revenue & Grants Coordinator  
**Dept./School:** Federal and State Programs/Assigned Campus  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** January 27, 2026

### **Primary Purpose**

To connect the home and school in a positive, respectful, and welcoming manner. The Parental Liaison serves as an ambassador between families and schools, building strong relationships, fostering two-way communication, and providing parents with the information, resources, and support they need to help their child succeed academically and socially.

The Parent Liaison must spend 90-95% of their workday on parent and family engagement activities. Duties outside the scope of family engagement (e.g., hall duty, cafeteria monitor, office coverage) must be minimal and not exceed 5-10% of the liaison's time.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED  
Valid driver's license  
Have own vehicle

### **Special knowledge/Skills**

Knowledge of basic computer operations and skills  
Ability to operate personal computer and educational software  
Create digital/print communications  
Ability to conduct adult literacy classes  
Effective organizational, communication and interpersonal skills  
Ability to work well with parents  
Ability to conduct public meetings  
Strong communication Bilingual - English/Spanish

### **Experience**

Minimum of 3 years adult literacy instruction, preferred

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Maintain good communications and telephone skills while performing routine office duties.
2. Assist Federal and State Programs staff with identifying and implementing effective strategies for motivating and involving parents, to include making arrangements for guest speakers for all scheduled parental training sessions.
3. Assist with promoting a climate conducive to open communication and productive partnerships between parents, schools and community.
4. Assist with the planning of parental involvement meetings, trainings and workshops.
5. Prepare materials and activities as needed for monthly parental involvement meetings, trainings and workshops to inform parents of school events and resources.
6. Develop, implement, and inform parents of district-wide adult literacy workshops.
7. Work cooperatively with Federal and State Programs Staff in assisting with Migrant families and participate in electing the Parent Advisory Council (PAC).
8. Assist parents with the use of computers, printers, instructional software and scanners, provide basic computer instruction as needed.
9. Provide assistance and coordination for school volunteer programs.

10. Conduct parent meetings, trainings and workshops in English and Spanish, as well as other activities that assist parents in improving their parenting skills.
11. Keep parents informed of student's lack of attendance, academics and discipline.
12. Assist with campus staff to plan, manage and conduct activities as well as disseminate necessary information for parents of all students, to include Title I and Migrant students.
13. Arrange for community volunteers to provide parent trainings as identified through parent surveys.
14. Assist with compiling available community resources based on parent interests and/or needs.
15. Assist Federal and State Programs Staff in the use of electronic media, newspaper, radio, flyers and other means of communication to disseminate information to parents district-wide regarding scheduled workshops, trainings, and information.
16. Assist Federal and State programs staff with providing services to homeless, foster care, unaccompanied youth and other families in need, including shopping for clothing and other allowable items.
17. Inform the Federal and State Programs Staff of the status of all projects and directions or requests received internally or externally
18. Conduct personal contacts and home visits to engage families and connect them with school resources.
19. Attend student referral meeting and keep appropriate documentation.
20. Work with other Health and Nurse to fulfill campus requirements.
21. Maintain documentation and records to demonstrate compliance with parent and family engagement requirements.

### **Compliance and Reporting**

22. Compile and maintain records of parent engagement activities, volunteers, and in-kind contributions.
23. Provide monthly reports on parent/family engagement efforts to the Federal and State Programs Staff.

### **Professionalism**

24. Maintain confidentiality of student and family information.
25. Participate in ongoing professional development to strengthen skills in family engagement.
26. Perform other duties as assigned, provided they are related to parent and family engagement.

### **Supervisory Responsibilities**

27. Provide monthly reports to director on in kind, volunteers, parent/family needs, as needed.

**EQUIPMENT USED**

Personal computers, copier, printers, typewriter, laminator, die-cut machine shredder, paper cutter, poster machine.

**WORKING CONDITIONS**

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

Maintain emotional control under stress; coordinate multiple projects, meet deadlines. Frequent, prolonged and irregular hours; frequent district-wide and occasional state or national travel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_