

**PARENT LIAISON**

**JOB DESCRIPTION**

**MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To provide and communicate comprehensive, culturally competent prevention, intervention, and community resource connection services to individuals, groups, families, the school, and the community.

**PERFORMANCE RESPONSIBILITIES:**

1. Works with staff members in resolving school related problems of students (i.e., attendance, home-school relationship, personal/social adjustments, integration, etc.)
2. Conducts home and community visits to encourage communication and participation and to consider appropriate referrals to other social service agencies as needed.
3. Serves as a liaison between the home, school and community agencies such as health, welfare, legal, and other social service agencies (i.e., assist with forms, identifies and assists with obtaining resources, volunteers, etc.).
4. Serves as a liaison between the staff and community agencies in resolving personal and/or family problems.
5. Assists with the involvement of students and parents in school activities, learning programs, and family events. Works with and/or arranges programs, activities, and school sponsored parent groups through a flexible schedule (i.e., transportation, site assignment, site arrangements, after school and evening meetings, programs, etc.).
6. Assists parents, teachers, and students in matters pertaining to student achievement or behavioral matters; which may include establishing follow-up activities for the purpose of rewarding, challenging, or otherwise encouraging students to improve performance.
7. Maintains complete, up-to-date and accurate records of home, student, and agency contacts, etc.
8. Conducts home visits and assists families whose students are struggling with attendance, behavior, and/or academic concerns.
9. Keeps a log of daily activities to reflect work with parents, families, community agencies, and staff, as well as other reports as required.
10. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: November 2016