

Lenawee ISD

Role Description

Position Title: Family Liaison – Lenawee Great Start

Area: Lenawee Great Start Collaborative (LGSC)

Reports To: Director - Lenawee Great Start Collaborative

Supervises: n/a

Last Revised: January 2024

SUMMARY:

Increase parent participation in early childhood planning and decision-making for the Great Start Collaborative and Family Network. Assist in the development and operation of the Family Network alongside of the Family Engagement Coordinator. This is a grant-funded position.

ESSENTIAL JOB FUNCTIONS *include the following. Other duties may be assigned.*

- Actively recruit, build, and maintain the Great Start Family Network (GSPN).
- Work directly with the Family Engagement Coordinator to Coordinate of the Great Start Parent Network (GSPN), including planning and facilitating regular GSPN meetings.
- Mentor and recruit other parents in the community to become involved with the Collaborative and its activities.
- Establish and/or maintain a positive relationship with community partners.
- Participate in community events and committees based upon the approved work plan, desired goals & objectives.
- Must have flexibility to work some evenings and weekends during parent and/or community events.
- Be independent, self-motivated, and self-directed.
- Be detailed, organized and timely in completion of work.
- Manage time effectively with little supervision.
- Be a trusted source of information on programs and community resources, positive parenting practices, child development, safety and health.
- Person needs to provide services as the Great Start Parent Liaison as outlined in the Michigan Department of Education guidelines for the 32p block grant. This is a part-time (up to 10 hours a week), year around position with a flexible schedule that will include some evenings and weekends. There is some local/regional travel required. Parent of a child under 12 preferred

- Competencies, Skills and Abilities:
 - Ability to communicate effectively in person, via phone and computer through emails, newsletters, social media and flyers.
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 - Ability to prioritize multiple tasks.
 - Ability to deal effectively with a changing environment and be open to new ideas.
- Physical Demands:
 - Occasional reaching/stooping/bending/kneeling/ crouching.
 - Must be able to move intermittently throughout the workday with frequent prolonged standing/walking/ talking.
 - Must be able to read and speak the English language.
 - Must be able to see, hear, and move intermittently, or use prosthetics that will enable you to function adequately to assure that the requirements of this position can be fully met.
- Working Conditions:
 - Handle multi-task situations
 - Must have a regular and reliable level of attendance

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess a current driver's license
- Working occasional nights and weekends
- Willingness to attend State and Regional meetings and conferences
- Willingness to travel throughout the county
- Have reliable transportation
- Have experience running meetings and working with groups
- Plan and organize events, meetings and Collaborative work within the county
- Other responsibilities required by future grant changes
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required:

- High School Diploma or GED

Preferred:

- Associate degree or Bachelor's Degree in Education/Early Childhood Education/Child Development
- Experience in public speaking, parent outreach and parent education

TERMS OF EMPLOYMENT

- Hired through third-party
- Up to 10 hours/week

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LISD Board Policy on "Staff Evaluation."

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____