

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

Bilingual Family Liaison - Lead
Office of Educational Equity and Community Empowerment

QUALIFICATIONS:

1. Must have a Bachelor's degree in Education or a related field.
2. Minimum of five (5) years successful experience in bilingual family and community engagement.
3. Excellent writing, editing and verbal communication skills, especially in communicating policies and practices to varied and diverse audiences.
4. Ability to establish and maintain effective working relations with a diverse population.
5. Demonstrated program and grant management experience relating to bilingual family and community engagement and supporting linguistically diverse communities.
6. Proficiency in a second language preferred.
7. Demonstrated knowledge and experience with K-12 public education and schools
8. Strong organizational skills.
9. Must be willing to work flexible hours and attend some evening or weekend meetings as needed.
10. Must have experience in the use technology and the use of Office Word/Excel/Publisher.
11. Ability to work positively with other parents and district personnel.
12. Ability to take initiative in coordinating and organizing activities and events.
13. Ability to accurately collect, organize and maintain data and information for reports.
14. Must have a valid driver's license.

PERFORMANCE RESPONSIBILITIES:

The Bilingual Family Liaison – Lead is responsible for leading and coordinating the team of bilingual liaisons who work with families to improve their understanding of the school system, maximize their involvement in school activities and minimize any linguistic barriers that keep families from fully participating in the educational decision-making process. The Bilingual Family Liaison – Lead will be responsible for managing grants and programs relating to family and community engagement planning and implementation. The Bilingual Family Liaison - Lead will coordinate the team of bilingual liaisons and external grant consultants to meet grant outcomes and goals. The Bilingual Family Liaison will establish effective communication between home and school and improve community outreach, training and workshop opportunities for parents and families in support of the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding. This position focuses on working with families for whom English is a second language.

Specific Responsibilities:

- 1) Coordinate and manage the central office team of bilingual family liaisons
- 2) Assist with the coordination, planning and facilitation of professional development and professional learning opportunities for bilingual family liaisons across the district.

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- 3) Coordinate and manage district grants relating to family and community engagement.
- 4) Coordinate and develop a Parent Academy program to provide courses, trainings and workshops on topics and skills that support bilingual family engagement as relates to student success in schools.
- 5) Serve as the district liaison with parent organizations such as the city-wide family council to support alignment and coordination of activities and initiatives.
- 6) Assume responsibility for maintaining records related to but not limited to school/family contact lists, welcome services and orientations, newcomer family supports, interpretation for families as needed, identification and matching of interpreters/translators for languages other than English.
- 7) Assist in the development and dissemination of bilingual parent information to increase parent knowledge of programs and activities offered in Lowell Public Schools.
- 8) Plan, attend and lead regularly scheduled family liaison trainings, meetings and events.
- 9) Assist in the coordination and integration of parent involvement strategies with other city programs and agencies.
- 10) Make parent contacts when needed through letters, newsletters, phone conversations, emails and home visits.
- 11) Work with parents/teachers to plan programs that increase parental participation in school activities and school site council activities.
- 12) Gather information - such as through conducting a survey - to identify topics important to families and their children in order to better plan workshops/activities.
- 13) Help plan and organize parent volunteers for school and central office activities that are developed to promote family involvement in policy, program and budget decision-making.

REPORTS TO: Chief Equity and Engagement Officer

SALARY RANGE: \$55,00 - \$60,000 (partially grant funded)

WORKYEAR: 12- Month position 260 Days