**The Boston Day & Evening Academy**

**Horace Mann Charter School**

**Family Liaison**

**Job Description**

**School Year 2020-21**

Boston Day and Evening Academy (BDEA) is seeking an extraordinary **Family Liaison** to work in our school. BDEA is an innovative public high school whose mission is to serve students who are overage for grade level, many of whom have experienced life challenges that have impeded their education. Working with experienced faculty in an environment that blends strong academics and support, students are given the opportunity to earn a Boston Public Schools diploma and to reach their fullest potential through a competency-based curriculum that inspires critical and creative thinking, independent learning, and active citizenship. As a competency-based school, BDEA does not have grade levels. Our extended program, beginning at 8:00 am and running until 4:30 pm serves students with different academic needs up to age 23, including those who are being promoted from middle school without being academically prepared for high school; those who have dropped out of high school and have decided to return to earn a diploma, and those who are unable to attend regular school hours due to health issues, full time work and/or full time parenting obligations. The school employs 50 full and part-time staff to work with 444 students and is governed by an active Board of Trustees.

Families and communities are integral partners with schools in the educational and life success of our students. BDEA is seeking entrepreneurial and persistent influencers to serve alongside dedicated educators and administrators working to deliver on the promise of excellent public school education. We are looking for a staff member who is committed to working with our students and families, who understands the lives of urban youth and who has a track record of working successfully with students and families who face academic and personal challenges.

The **Family Liaison** will play a key role in building the capacity of educators and families to collaborate around student success and connecting students and families to opportunities and resources.

#### To be considered for this position, candidates must apply to the [Family Liaison [Candidate Pool Posting] (SY21-22)](https://bostonpublicschools.tedk12.com/hire/ViewJob.aspx?JobID=22715) and be screened through the Central Office screening process as well as apply to the [Family Liaison [BDEA candidate]](https://bostonpublicschools.tedk12.com/hire/ViewJob.aspx?JobID=22809)

#### General Summary

The Family Liaison is a school-based position responsible for building the capacity of schools to authentically engage families. The Liaison’s primary role is to develop family engagement systems and activities that create strong partnerships to support teaching, learning, student achievement and school improvement. This position will work in conjunction with the principal and school staff to create a welcoming environment that values parents/guardians as full partners in the education and development of their children. The Liaison will serve as a bridge between school and home in ways that build trustful relationships, foster understanding, and relays the needs of one to the other. As a member of the school staff, the Family Liaison will be responsible for achieving a set of benchmarks annually.

**Responsibilities:**

* Promotes the Boston Public Schools’ vision for family and student engagement within the BPS and greater Boston community.
* Conducts preliminary/annual assessment of family engagement structures and activities that exist in the assigned school utilizing school climate survey results, BPS Family Engagement Standards Assessment Tool.
* Develops an individual work plan, with quantifiable deliverables, that detail the Liaison role in the implementation of the schools’ goals and family/student engagement plan.
* Responds to concerns/issues raised by parents/guardians with empathy, and effectively follows through to resolution, and to develop strategies for building the capacity of parents to become more effective advocates for themselves and their children.
* Develops families’ understanding and ability to navigate the larger BPS system including making referrals to school administration and other departments.
* Provides school-based, regional and community support and outreach to families around school registration and transportation with support and guidance from the Transportation Office and the Office of Student, Family and Community Advancement
* Refers students and their families to internal school supports and/or outside agencies (e.g. state agencies, medical professionals, counselors, foundations, non-profit organizations, etc.) for the purpose of ensuring the need of students and families are met
* Supports the school develop a plan that ensures consistent, effective, timely, and accessible communication with families in a variety of ways including the home languages of families.
* Collects, maintains and reports accurate data to document outcomes and impact of family engagement activities at the school level, using an electronic database.
* Provides oversight and ensures the recruitment and retention of parents/guardians to the School Parent Council and School Site Council while engaging and developing parent leadership in decision-making processes.
* Organizes family engagement events and workshops that address areas of interest and need for families such as: understanding the school report card, child development, school policies, effective parent-teacher conferences, bullying, college and career readiness, parenting skills, understanding the curriculum, effective advocacy
* Provides coordination and technical assistance to ensure that parent involvement requirements are met; compiles materials and creates files to document compliance.
* Manages outreach to families and students at risk of chronic absenteeism
* Ensures that every student is enrolled in a summer program including tracking progress and providing program and opportunity information to parents/guardians
* Ensures that families understand their rights including retention and discipline
* Works with the school social worker, Instructional Facilitator, and nurse to coordinate supports for students and families
* Participates in regular professional development as directed by the district to improve skills and gain knowledge about family engagement research and best practice.

**Knowledge, Skills & Characteristics:**

**Qualifications - Required:**

* At least 3 years of experience working with diverse families and in an urban setting and knowledge of their needs
* Excellent verbal and written communication skills
* Deep knowledge of the functions and resources of community organizations and social service agencies providing services to families and children in Boston
* Proficient verbal and written communication skills in dominant home language of the families of the desired school (see attached list of schools with languages)
* Ability to take independent initiative, while committing to collaboration
* Ability to work a flexible schedule including early mornings, evenings and weekends based on school, family and district needs
* Ability to employ tact, diplomacy, and sound judgement in dealing with sensitive issues and challenging situations
* Strong organizational skills
* Proficient in the Microsoft Office suite
* Ability to leverage (and when needed learn) technology and software applications to create reports, maintain records and provide data
* Ability to create and maintain strong community collaborations
* Some experience in developing and/or leading interactive workshops and trainings
* Willingness to learn and apply new skills and content
* Demonstrated cultural proficiency and ability to lead others in conversations of race and culture.
* Deep knowledge and understanding of, and demonstrated ability to connect with the ethnic background of students and families served.

**Qualifications - Preferred:**

* Bachelor’s degree
* Multilingual - Proficient verbal and written communication skills in multiple languages
* Certification in translation and/or interpretation
* Reliable transportation
* Conflict negotiation training and experience

**Terms:** **BTU, Paraprofessional Unit, Full-Time**

As a Horace Mann Charter School, teachers and staff are paid a competitive salary in accordance with the Boston Public Schools. BTU, Paraprofessional Unit, Family Liaison, 223 days per year, 40 hours per week (The 223 work year is July 1st to June 30th and shall include 180 days in which school is in session and 43 days outside of the school year; the 43 workdays outside of the school year shall be assigned as determined by the School Principal/Head of School in partnership and agreement with the Office of Student, Family, and Community Advancement). **Family Liaison hours are from 8:30 – 4:30 pm**, however, hours may vary according to family needs.

#### Application Procedure

To be considered for this position you must apply both to the [Family Liaison [Candidate Pool Posting] (SY21-22)](https://bostonpublicschools.tedk12.com/hire/ViewJob.aspx?JobID=22715) and be screened through the Central Office screening process **as well as** the [Boston Day and Evening Academy Family Liaison position](https://bostonpublicschools.tedk12.com/hire/ViewJob.aspx?JobID=22809).

*Boston Day and Evening Academy, in accordance with its non-discrimination and zero tolerance policy, does not discriminate in its programs, activities, facilities, employment and educational opportunities on the basis of race, color, age, disability, sex/gender, gender identity or expression, religious beliefs, home status, national origin, ancestry, sexual orientation, genetics or military status and does not tolerate any form of intimidation, threat, retaliation, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work.*