EQUITY LIAISON

Position Summary

The Equity Liaison will work to support high school students and staff in two key areas:

- Work to support and improve the achievement and advancement of students with diverse backgrounds by working to design, support and implement equitable practices throughout the school;
- Supports parent communication;
- Work with underserved and at-risk students and families to lower barriers and support access.

Supervisory Relationship

This position reports to a school principal and/or other building administrator.

Essential Functions

1. Assist and collaborate with attendance clerk with operational tasks (help with data recording for entry of attendance slips, monitor and meet with students regarding attendance).
2. Contact families about attendance (i.e., irregular absences and/or tardiness).
3. Front office team member supporting school processes.
4. Supports parent outreach through phone calling, parent night and present with administration and school staff about school programs.
5. Team member of site council would be beneficial to the purpose and team of school.
6. Data input in collaboration with attendance clerk.
7. Target and support students with attendance and academic concerns as provided by data team and risk reports from the district.
8. Be available to assist with student affinity groups.
9. Member of school equity team.
10. Team member of school's PBIS/attendance/data team.
11. Support students in participating in school events that promote career and college awareness.
12. Support students and work with administration on student participation school and community events that promote racial and social awareness.

Bilingual Functions, if no other staff member fulfills these roles:

13. Facilitate bilingual dialogue during attendance support meetings.
14. Complete outreach communication with Spanish speaking families.
15. Help with additional school-wide translation of information for families of (i.e. newsletter, presentations, and school flyers).
16. Assist counselors, teachers and nurse with communication to Spanish speaking families regarding school matters.
17. Support administration with school-wide communication to Spanish speaking families during school events.
18. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Has experience working with the diverse student population in terms of socio economics, race, culture, disability, gender, sexual orientation.
2. Bilingual Spanish speaking (exception will be made if another staff member fulfills the Spanish outreach requirements).
3. Interpersonal communication skills in presenting ideas, collaborating on programs and service planning, and coordinating efforts of diverse interests.
4. Knowledge of children, youth and family issues such as early childhood development, school dropout prevention, juvenile justice, child abuse, health, and/or teen pregnancy.
5. Knowledge of community planning and resources development strategies.
6. Sensitivity to diverse ethnic and cultural background of families and economically disadvantaged families.
7. Clerical and personal computer skills. Knowledge of the principles and practices of office coordination and data maintenance.
8. Ability to communicate effectively, both orally and in writing.
9. Ability to exercise sound independent judgment in achieving service objectives and work independently with minimum direct supervision.
10. May be expected to use personal vehicle for business.

Minimum Qualifications

Education and Work Experience

- Graduation from a senior high school or equivalent;
- Experience in student support or community support field;
- Post-secondary course work education in related field or any other satisfactory equivalent combination of experience and education may be substituted.

Work Environment

Work is performed in a classroom or other similar type environment at schools, other District facilities, community centers, etc.

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| **Approved by**        | Cydney Vandercar,  
                        | Director of Human Resources |
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