**American Indian Model Schools**

171 12thStreet 3rd Floor

Oakland, CA 94607

**Community Liaison**

**Summary Description:**

The Community Liaison will engage with and involve parents in the school community by working with the Head of School, school staff, school leadership team, parent associations, community groups and parent advisory councils. This position serves all AIMS schools. This position focuses on creating a welcoming environment for parents, and maintaining year round family involvement. The Community Liaison will identify parent and related school/community issues and work with the Head of School to see they are addressed in a timely manner. This position qualifies for federal funding.

**Duties and Responsibilities:**

● Assists with leading parent advisory councils SSC.

● Leads FAC (Family Advisory Committee).

● Performs parent outreach, calling families on a regular basis.

● Ensures translation services are provided at school meetings and orientations.

● Increases parent involvement in the school by working closely with all school, parent and community organizations.

● Serves as facilitator for parent and school community concerns and issues including, for example, school policies or facilities issues.

● Conducts outreach to engage parents in their children’s education.

● Convenes regular parent meetings and events around topics of key concerns to parents. ● Attends parent meetings along with the Head of School, where appropriate. ● Works with the school parent association, where needed, to provide assistance in

establishing by-laws, holding elections and conducting their affairs in accordance with School/District/State and Federal regulations.

● Serves as a school liaison to parent support staff.

● Maintains ongoing contact with community organizations that are involved with providing services to the school’s educational program.

● Assists with organizing back to school and other events to increase parental and community involvement and creates a welcoming school environment to parents. ● Performs other duties as assigned.

**Requirements:**

Bachelor’s degree from an accredited college and two years of experience in community work in an area related to the duties described above; or an Associate Degree or its educational equivalent and four years of experience in community work in an area related to the duties described above is preferred.

**Preferred**

● Familiarity with the Oakland Public Charter School system.

● Presently or formerly a public-school parent.

● Experience with convening workshops.

● Bilingual where there is a significant non-English speaking population. ● Excellent communication, organizational, interpersonal and problem-solving skills. ● Conflict resolution and mediation skills.

● Experience working with families and parents.

● Proficiency with MS Word, Excel, electronic mail, and internet.

● Experience with grant writing and other fund raising strategies.

Position will require flexibility with respect to work hours in order to meet the needs of parents, including early mornings, evenings and weekends. The position may also require occasional assignment to different work sites such as during summer months.

This position is an exempt position. The incumbent is not eligible for overtime compensation. The Board of Directors reserves the right to waive any minimum qualification.

(PABA)