

Family Liaison/Transportation Specialist
Noble Academy, District 4171
Job Description

GENERAL PURPOSE:

The Family Liaison/Transportation Specialist will be an integral part of a school wide approach that will ensure academic success for all students. Serving as a point of contact for the families and students of Noble Academy, the Family Liaison/Transportation Specialist will provide Noble Academy families and the administrative and teaching staff with information about available services and resources available to increase and improve parent/family and community involvement.

Professional Responsibilities:

- Maintain regular communication with staff at Noble Academy and the families we service
- Utilizing bilingual abilities, involve family and others in development of goals and objectives which reflect their child's educational needs
- Translate and/or interpret for Hmong parents/families as required
- Help the school to develop a family friendly school climate
- Develop and implement effective family involvement strategies and activities to empower students and their families
- Facilitate families accessing resources
 - a. Making phone calls to connect families with resources
 - b. Providing guidance in completing forms and applications
 - c. Reviewing documents such as IEPs or reports with families to ensure they fully understand documents
 - d. Empowering families to effectively articulate their concerns and needs
 - e. Accompanying families to meetings
 - f. Educating families on laws, policies and procedures
 - g. Providing information regarding eligibility criteria to assist parents in locating and utilizing available resources and public services
 - h. Making home visits to assess student and family needs and providing input to teachers, staff, specialists and others
- Help to recruit partners to become part of the district's family involvement program
 - a. Reach out to local community groups and businesses to find out how they would like to promote family involvement in the school
 - b. Work with community partners and families to identify resources for families in the community.
 - c. Attend community meetings that will help connect to community resources for families in your school

- Help teachers/staff develop strong partnerships and enhance communication between parents/families and school staff
- Organize bus schedules for all students
 - a. Collecting all bus information
 - b. Making phone calls to parents and/or bus headquarters to ensure proper transportation
 - c. Providing families with proper busing information
 - d. Resolving bus issues
 - e. Maintain regular contact with bus headquarters
 - f. Educating students, families, and staff about bus safety
 - g. Scheduling field trips that require busing
- Perform other duties as required by Superintendent and/or Deputy Superintendent of Academics

Qualifications:

- Must have a minimum of two years of college level education, B.A. preferred
- Must possess a valid MN driver’s license for home visits
- At least two years’ experience working with parents/families and community members
- Able to prioritize and set professional/personal boundaries; able to work as a member of a team
- Understand class and cultural backgrounds of families and how to interpret culture of school to them
- Thinks and acts in ways that respect ethnic, cultural and language diversity
- Communicates successfully with teachers, families, administrators and students (including being bilingual, if needed)
- Displays interpersonal and organizational skills
- Advocates for children and parents
- Must be Computer-literate
- ***Writes and speaks proficient in both English and Hmong***

HOW TO APPLY:

Interested candidates should download and complete Noble Academy’s employment application from <http://nobleacademy.us/career-opportunities> and submit it with a cover letter, resume, and three letters of recommendation to humanresources@nobleacademy.us.

Please note that all employees are expected to understand their role as stated herein and understand that this list is not inclusive. All staff must follow through with responsibilities knowing that sometimes they will have to perform tasks assigned by the Superintendent and/or Deputy Superintendent that are not part of their job descriptions. Responsibilities are subject to change with or without notice.

Noble Academy is an equal opportunity employer. Employment consideration is made without regard to race, color, creed, gender, national origin, age, disability marital or veteran status, sexual orientation or any other legally protected statuses.