



KIN DAH LICHÍ'Í ÓLTA'

POSITION DESCRIPTION

Revised 04/11/2023

TITLE: Parent Liaison/Maximo Technician	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: Under the supervision of the Principal, the incumbent is responsible for performing a variety of tasks including assisting with the operation and functions of the Parent Involvement Organization and Facility/Maintenance Operation. Will work closely with the Principal and Operations Manager to maintain the program functions. The position's main emphasis will focus on the educational needs of the students and parents by improving communication between the Organization, parents, and the community groups.

Necessary Qualifications:

- Associate of Arts Degree or 60 hours of applicable study from an institution of higher education.
- One year work related experience in education, community affairs, and/or related area.

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Valid Driver's License required.
- First Aid and CPR Certification is required within 30 days of hire.
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Strong knowledge of computers and technology.
- Skilled in communicating effectively, both orally and in writing.
- Ability to speak fluently in both English and Navajo language.
- Ability to work and communicate with parents, staff, and community members.
- Ability to work under pressure, be flexible, and meet established deadlines.
- Possess good organizational skills and use good judgement in a decision-making process.
- Excellent written and oral communication skills.

Duties and Responsibilities:

- Identifies and responds to family and student needs in order to develop programs, master plans and activities that will address the needs of overall parent, student, and school community.
- Contacts families daily in order to identify problems and strategies needed to eliminate absenteeism.
- Facilitate and implement parent involvement/education programs including workshops, conferences, Back-to-School Night, Literacy/Math Nights, etc.

- Makes parental home visits to ensure successful educational experiences of their child/children.
- Responsible for maintaining bulletins, newspaper, radio announcements in the community, including chapter level as directed and approved by the official.
- Serves a school representative at community and chapter meetings to gather or disseminate necessary information and/or materials.
- Assists parents, students and the school employees in obtaining relative information to improve school programs.
- Coordinates and conducts Parent Advisory Committee meetings on a monthly basis.
- Builds a collaborative relationship between Kin Dah Lichi'I Olta' and other community organizations that can serve parent needs.
- Serves on the school planning committees.
- Encourages parents to become more involved in their child/children's education.
- Maintains appropriate records of activities and confidentiality of records and information.
- Assists with data collection and project evaluation, and submit reports as needed.
- Orients new staff in school and office procedures and issues materials.
- As assigned by the Operations Manager, encodes work orders and maintains assets for preventative maintenance in Maximo as needed.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in professional development, committee meetings, in-service trainings, and related activities consistent with duties
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Principal/Operations Manager

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ **DATE:** _____
Employee

APPROVED BY: _____ **DATE:** _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.