



# KIN DAH ŁICHÍ'Í ÓLTA'

## POSITION DESCRIPTION

Revised 04/13/2026

<b>TITLE: Parent Liaison</b>	<b>EMPLOYMENT: 12 Months</b>
<b>CLASSIFICATION: Non-Exempt</b>	<b>CATEGORY: Classified</b>

**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. Will work closely with the Principal 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.
- One year work related experience in education, community affairs, and/or related area.

### **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:**

- Demonstrate proficiency in modern 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 all parent and community educational engagement programs, Makes parental home visits to ensure successful educational experiences of their child/children.
- Responsible for maintaining public communication through bulletins, newspaper, radio, website, to include include chapter meetings as directed and approved by immediate supervisor.

- 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.
- Coordinates 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.
- Maintains all required certificates in current status and reports to immediate supervisor in the event any required certificate lapses, is suspended or revoked.
- Actively participates in professional development, committee meetings, in-service trainings, and related activities consistent with duties
- Complies with Schools mission, vision, policies and procedures, objectives, and exercises discretion and sound judgment. Performs other duties as assigned.

**Supervision Received By:** Principal

**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.