

AUTAUGA COUNTY BOARD OF EDUCATION  
PERSONNEL DEPARTMENT  
153 West Fourth Street  
Prattville, Alabama 36067

**POSITION ANNOUNCEMENT**

August 17, 2023

**The Autauga County Board of Education is now accepting applications for the position of:** Part-time Parent Liaison at Autaugaville School

**Job Description:** Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

**Qualifications:** Please see the attached ACBOE job description for this position.

**Effective Date:** 2023-2024 School Year Only

**Salary:** \$15.00 per hour worked, not to exceed 18 hours per week  
(This position is not eligible for non-probationary status.)  
(This position is not eligible to earn benefits.)

**Contract Length:** 187 days (9 months)

**Application Information:** Go to [https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500) to complete the on-line application. On the Where do you want to work? page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

**Application Deadline:** April 24, 2023 or until filled

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

## Parent / Family Liaison

POSITION TITLE: Parent / Family Liaison

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: School Principal

### QUALIFICATIONS:

- Excellent communication and organizational skills
- Self-motivated leader who can work independently as well as part of a team
- Strong interpersonal skills
- Knowledge of family engagement research and literature
- Understands and respects the diversity of families' economic, linguistic and cultural backgrounds and situations
- Experience with developing collaborative partners and building relationships with constituents in the community
- Experience working in Title I schools
- Strong understanding of student achievement data
- Ability to work flexible hours including some nights and weekends

### PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Communicate with families about involvement opportunities, academic opportunities, and school-family partnerships.
2. Provide opportunities to support parenting skills and developmental activities in the home to promote school success.
3. Encourage families to support academic achievement by reading with children, helping them with their homework, and engaging them in educational activities.
4. Build a parent and community volunteer group to increase student and school success.
5. Address site-based family needs, including attendance.
6. Provide opportunities for parents and community members to collaborate on educational decisions that affect children, families, and school improvement.
7. Utilize technology to perform tasks.
8. Maintain integrity and confidentiality.
9. Project a positive image of the school to the school community and the public.
10. Perform all duties as assigned by the local board of education.

**JOB GOAL:** To serve as a parent liaison between teachers, parents, students, support staff and the community regarding educational programs, services and student issues.

SOURCE: Autauga County Board of Education, Prattville, Alabama

ADOPTED: