

LEXINGTON

25-26 75th Street · East Elmhurst, NY 11370-1472
917.832.1676 (VP) · 718.350.3300 (Voice) · 718.899.9846 (Fax)

Position Available

Position: **Family Liaison**
Reports to: Principal
Position Type: Full Time position– Title 1
Date: January 8, 2019

Summary:

This position is responsible to take the leadership role providing information on programs/services that are available to students and families as well as school activities and procedures; referring families to other agencies as needed; and fostering an ongoing partnership between the home and the school. The Families Liaison will be required to plan, attend and implement specific activities related to the aforementioned roles.

Responsibilities:

- Increase parent involvement in the school by working closely with all school, parent and community organizations.
- Serve as facilitator for parent and school community concerns and issues including, for example, school policies or facilities issues.
- Conduct outreach to engage parents in their children's education.
- Conduct regular parent meetings and events around issues of key concern to parents and communicate with parents on behalf of the school (e.g. testing, attendance and homework issues, available programs, and completing paperwork) for the purpose of ensuing an ongoing partnership between the home and the school.
- Work with school to identify at-risk students for the purpose of providing support and referrals to ensure student progress and ongoing family involvement in the educational process.
- Maintain confidential and non-confidential paper and electronic files, documents and records for the purpose of documenting activities, providing up-to-date reference and audit trail and/or ensuring the availability of records for reference.
- Maintain on-going contact with community organizations that are involved with providing services to the school's educational program.
- Organize back-to-school and other events to increase parental and community involvement and create a welcoming school environment for parents.
- Other duties as assigned.

Education/Qualifications:

- BA + 2 years' experience in community work in an area related to duties described above. Classroom experience a plus.
- Strong interpersonal skills; especially being a good listener, skills in written and oral communications; administrative skills. Fluent ASL skills preferred.
- Strong work ethic; high ethical standards; self-confidence; good time-management skills; budgeting and other administrative skills.
- Exceptional computer skills.
- Position will require flexibility with respect to work hours to meet the needs of parents, including early morning and late afternoons.

Security Clearance:

- Required clearance include medical clearance, fingerprinted by the NYC Board of Ed and SCR and SEL clearance

Available: Immediately
Deadline: Until filled
For Information contact: Human Resources at jobopportunities@lexnyc.org
To Apply: Send resume and cover letter to jobopportunities@lexnyc.org or fax to 718-350-3332

For more information about Lexington School & Center, please visit www.lexnyc.org.

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