



## **Peekskill City School District**

*Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.*

**Office  
for  
Administrative Services**

**Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499  
Phone: (914)737-3300 ext. 1550/1551 Fax: (914) 788-7580**

# **PLEASE POST IN APPROPRIATE AREAS**

## **PERSONNEL BULLETIN #2223-226**

### **ANTICIPATED VACANCIES**

#### **May 5, 2023**

|                               |   |
|-------------------------------|---|
| <b>POSITION:</b>              | <b>Parent/Family/Community Liaison</b>  |
| <b>CERTIFICATION:</b>         | New York State Teaching certification is required.<br>Candidates with dual certifications will be given priority.<br>Multilingual applicants encouraged to apply. |
| <b><u>QUALIFICATIONS:</u></b> | See attached  |
| <b>LOCATION:</b>              | Parent Resource Center  |
| <b>START DATE:</b>            | August 30, 2023   |
| <b>CLOSING DATE:</b>          | May 19, 2023  |
| <b>SALARY:</b>                | Terms of employment are in accordance with the Peekskill Faculty Association's (PFA) Contract (General Fund)  |

**[Click to learn more about Peekskill](#)**

**[Recruitment Video](#)**

**[District Highlights & Media Sites \(Flyer\)](#)**

### **INSTRUCTIONS TO APPLICANTS:**

Submit letter of interest and resume to the District's Personnel email: [personnel@peekskillschools.org](mailto:personnel@peekskillschools.org)

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

*The Peekskill City School District is an Equal Opportunity Employer and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status in hiring, educational programs and activities it operates.  
Candidates must submit to fingerprints clearance.*

## PEEKSKILL CITY SCHOOL DISTRICT

# Parent/Family/Community Liaison

### JOB DESCRIPTION

#### **Primary Function:**

The **Parent/Family/Community Liaison** is part of the Registration Department working under the supervision of the Superintendent of Schools and/or Designee. The **Parent/ Family/Community Liaison** will engage with and involve parents in the school community by working with the administrators, school staff, parent associations, and community groups. This position focuses on creating a welcoming environment for parents.

The main objective of the **Parent/ Family/Community Liaison** for the Peekskill City School District is to increase parent and family involvement in schools. His or her role is to establish effective communication between home and school and improve community outreach and training opportunities for parents and families of students in grades pre-kindergarten through 12<sup>th</sup> that will impact high student academic performance of our students.

#### **Responsible to:**

- Superintendent of Schools and/or Designee

#### **Qualifications:**

- NYS Teaching Certification is required
- Ability to deal effectively with people and problem solve
- Excellent verbal, written and digital skills
- Strong public speaking skills
- Ability to work positively with parents, district personnel and community organizations
- Ability to take initiative in coordinating and leading activities and events
- Ability to lead parent and family workshops to improve the support for students
- Ability to develop and sustain strong partnerships with community agencies and businesses to support parents and families
- Ability to accurately collect, organize and maintain data and information for reports
- Strong collaboration skills with district, school and community leaders
- Demonstrates a strong understanding of culturally and linguistically diverse populations
- Possesses empathy and understanding of the families' needs in our community
- Serves as an ambassador for the district
- Multilingual candidates encouraged to apply
- Ability to lead instructional professional development for staff

#### **Leadership Responsibilities and Expectations:**

- Assists the district in meeting its mission by engaging parents and the family to support this effort.
- Acts as a resource for families for the purpose of providing information and listening to concerns.
- Assists parents with the completion of school documents (e.g. registration packets)
- Communicates in person and on the phone with parents for the purpose of exchanging of accurate information between school and home.
- Leads and improves the District's Parent Resource Center with input from the community
- Supports each school in implementing the School Comprehensive Education Plan's initiatives on family and community engagement).
- Leads the District's Comprehensive Improvement Plan committee on Family and Community Engagement
- Develops and maintains a Parent Library and provides training for parents
- Provides orientation for all parents new to the district
- Creates opportunities to involve all parents in the education of their child
- Builds partnerships between the district and community
- Develops a system to collect and analyze accurate data of the district-wide parental involvement
- Assists in the development/implementation, monitoring, and evaluation of the school's Parental Involvement Policy and school compacts
- Assists parents in accessing community resources
- Provides information to parents concerning district policy and procedures such as registration, PTO, curriculum, assessment, uniform, discipline. etc.
- Serves as a liaison on the parent organizations (e.g., PTO, Special Education Parent Teacher Organization, etc.)
- Contacts outside community agencies for the purpose of seeking resources and activities that will increase the participation of families in school/district and parent training opportunities.
- Facilitate the translating of district and school documents designed to inform parents such as letters, bulletins, announcements, calendars, notices, webpage information, articles, flyers, newsletters, community communications, curricular, technology, food services communication, special education, etc. as required by school personnel, Central Office Administration and the Board of Education.

#### **Other Duties:**

- Performs and completes other duties and responsibilities as specifically determined by the Superintendent of Schools
- Supports Board of Education policies and actions to the public and staff.
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#### **Relationship with Community:**

- Promotes community partnerships and support for the schools.
- Is visible in the community and participates in community activities.

#### **Conditions of Employment:**

- Terms of employment are in accordance with the Peekskill Faculty Association (PFA) Contract