

Document A



Job Description

The Cullen Home and School Liaison Specialist (CHSLS) is tasked with performing child-centered work that builds a positive partnership between Cullen Middle School (CMS) and families in order to support the development and academic success of all students. The job of the CHSLS includes the following functions:

	Tasks	Examples of Activities
1	Help CMS to develop a family-friendly school climate. This should be done in cooperation with the principal, teachers, parent organization, and other staff.	<ul style="list-style-type: none"> a. Coordinate an annual open-house in the third week of the Fall Semester to provide parents an opportunity to explore the campus, feel assured that CMS welcomes families and treats them with respect, receive parent feedback, and meet teachers and administrators. b. Organize and promote the growth of a Parent Teacher Student Association (PTSA). c. Work to ensure that the existing parent-resource room is a comfortable place where families can meet, get to know each other, discuss their interests and concerns, and access an adequate supply of learning materials. d. Develop, in consultation with the principal, parents and teachers, a CMS family involvement policy that satisfies the requirements of NCLB Title 1 policy on parent involvement. e. Perform such duties as the principal may assign.
2	Develop programs and activities designed to engage families in improving student achievement. Plan these in collaboration with families, teachers, the PTSA, business-community partners, and the principal.	<ul style="list-style-type: none"> a. Design two family involvement programs for the Fall Semester and one program for the Spring Semester, to help families interact with faculty and staff, and participate more effectively in improving their children’s learning. Programs may include information sessions on choosing an appropriate high school and college for given career paths, a Christmas pageant, Strategies for supporting school based learning, STAAR Information session, etc. b. Help families understand school report cards, standardized test scores, rubrics, disciplinary notices, etc. c. Collaborate with teachers to track changes in the achievement of students whose parents are actively engaged with the school. d. Collaborate with CMS staff, community members including churches, the district office, and families to develop programs and activities to reach families who are underrepresented because of economic, racial, social or language barriers. e. Facilitate and organize workshops to train parents how to advocate for their children and the school. This may include training in how to conduct PTSA meetings, call their elected officials, address the school board, communicate with teachers, conduct fundraising activities, etc.

3	Help teachers and families to develop strong partnerships.	<ol style="list-style-type: none"> 1. Organize tours of the community for CMS staff to get to know families and the neighborhood better and better understand the array of forces that shape the lives of students and parents. 2. Encourage and support CMS staff to reach out to families by creating ways for teachers and families to meet face to face and to know each other. This may include class meetings, breakfast with the principal and teacher presentations at PTSA meetings. 3. Maintain six-week family contact logs, with the updated telephone numbers of families, to enable teachers to contact families at least once each grading cycle. 4. Be a liaison between families and CMS when problems arise, when parents or CMS need more information from each other, or cultural differences are a barrier. 5. Arrange for translation and interpretation services for meetings, notes to be sent home, telephone calls, etc. 6. Provide the principal with a weekly written report about parents' ideas, suggestions and concerns. 7. Develop information linkages with the community so that the school can be aware of significant developments in the community.
4	Develop and implement effective family involvement strategies to empower students and their families	<ol style="list-style-type: none"> 1. Invite parents to participate in CMS committees, including the SDMC and the PTSA and to support the participation of other parents in these committees. 2. Document parent/community activities through visual portfolios, sign-in sheets, flyers, pictures, etc. 3. Ask parents to evaluate parent meetings, workshops and other programs or activities. 4. Conduct surveys to assess the effectiveness of parent-school-community partnerships.
5	Participate in and support district programs for families	<ol style="list-style-type: none"> a. Collaborate with the HISD Department of Parent Engagement to promote activities that support the district's core value: "Parents are Partners". b. Publicize and promote district programs for families such as HIPPPY, Even Start, and the Parent Prep Academy. c. Prepare and file reports on family involvement at the end of each grading cycle.
6	Help recruit partners to become part of the CMS family involvement program.	<ol style="list-style-type: none"> a. Reach out to local businesses, non-profits and community groups to learn how they may support family involvement in your school. b. Facilitate programs or activities that allow parents to use CMS facilities such as the swimming pool, auditorium, etc. c. Work with community partners and families to identify resources for families in the community and make that information accessible in a format that teachers and counselors can readily offer to families. d. Attend community meetings that will help to connect the school and community.
7	Participate in opportunities for professional development.	<ol style="list-style-type: none"> a. Attend all CMS staff meetings, and district level meetings and trainings for parent engagement specialists. b. Keep the CMS staff informed of all district family involvement activities. c. Maintain a portfolio of all professional development activities attended.

Cullen MS Home and School Liaison Specialist Qualifications

1. High school diploma/GED required. Some college preferred.
2. Thinks and acts in ways that respect ethnic, cultural and language diversity.
3. Communicate successfully with teachers, families, district administrators, including bi-lingual if needed.
4. Is computer literate and able to operate basic office equipment such as copiers and fax machines.
5. Has experience organizing training programs for adults.
6. Possesses good interpersonal and organizational skills.
7. Is capable of advocating for children and parents.
8. Ability to interpret student attendance data.
9. Ability to make frequent home visits using own transportation.
10. Ability to work evening hours when necessary.
11. Knowledge of local social service agencies.