**Murfreesboro City SchoolsJOB DESCIPTIONMULTILINGUAL FAMILY & COMMUNITY ENGAGEMENT LIAISON**

**CREDENTIALS:** Bachelor’s Degree preferred but not required.**OTHER QUALIFICATIONS:** City school district located in Rutherford County, Tennessee seeks an enthusiastic individual, to provide education and outreach on school related topics with parents in the schools district. The ideal candidate must be fluent in Arabic, Spanish, or predetermined language. Must have passion for working with children, adults, and families of various ethnic, cultural and economic backgrounds. Must relate well to children, teachers, social workers and school counselors. Must have a cooperative, helpful attitude toward people; be confidential, be highly organized and productive; computer literate, good verbal and written communication skills, and outstanding teaching skills. Must be courteous, respectful, confidential, and protect the privacy of parents and students. Must be able to follow and give directions; demonstrate skills in group dynamics and creative problem solving. Must be dedicated to quality education and the well-being of children. Must have demonstrated knowledge of community resources and the recruitment of volunteers. Must recognize and appreciate diverse backgrounds and be committed to the development of the whole child.**PHYSICAL DEMANDS**: Must have and maintain physical, sensory, emotional and mental abilities necessary for effective communication in person, in writing and by telephone. Must have a good memory; be able to organize thoughts and activities; do basic mathematical computations and articulate clearly. Must be able to work occasional nights and weekends, participate in occasional overnight travel and provide own transportation during performances of duty. Must be emotionally mature and able to appropriately handle stress.**PRIMARY DUTIES**: This person has the responsibility of assessing the Latino and/or Arabic community needs for suggesting plans of service to support educational objectives; coordinating community resources to meet the needs of the Latino or Arabic community needs. Must have good written and verbal communication skills, have experience working in an office (MS Office, phones, typing, etc.) and be able to provide support, as needed to school and central office staff.The position involves providing services to parents and students in the Murfreesboro City Schools District in collaboration with community agencies.The position also involves a combination of general clerical duties and is responsible for typing, receiving and screening calls, maintaining records, and filing.**ESSENTIAL JOB FUNCTIONS:**

1. Conduct workshops for parents and/or students of multilingual community for the purpose of maintaining positive home environment,
2. Work with school counselors and social workers as a follow-up for referrals for social services
3. Work with community agencies to form community partnerships for social service referrals and educational programming.
4. Assist with the recruitment of school volunteers for school related events
5. Attend ELL Outreach Activities and events specific to non-English speaking parents and families
6. Follow-ups for McKinney-Vento referrals.
7. Assist with professional development for staff as it relates to family services and support
8. Work with school personnel assisting families with basic survival needs.
9. Referring families for appropriate school services; ESP, Indigent Care Fund, etc.
10. Work with building principals to develop a comprehensive Parent Academy plan for the school year
11. Develop and coordinate a volunteer recruitment-training program for parents.
12. Work with school personnel to assist multilingual families with enrollment
13. Translate system wide documents if needed.
14. Other duties as assigned

**STAFF REALATIONSHIP:** Reports directly to the Director of Federal Programs. **TERMS OF EMPLOYMENT:** Twelve (10) months, salary and benefits set annually. Exempt.