

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Non-represented – Classified
Posting Dates: July 26 – August 09, 2021

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Elementary Family Liaison – Applicant Pool	7.0 hpd/199 days	K-12 Teaching & Learning
<i>Hours will vary based on schedule developed with supervisor, in order to accommodate partnerships outside of the school day.</i>		
<i>Interested in-district applicants should submit a letter of interest, resume, and three letters of recommendation/references to: knox-humanresources@osd.wednet.edu.</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary Range: \$24.19 - \$29.89 per hour		

Position Overview

Expectations in this job description are in direct response to the needs communicated from families, educators, and students during the Student-Centered Budgeting Process and articulated in the [2021-22 Academic and Student Well-Being Recovery Plan](#).

- The district anticipates hiring multiple district-deployed, Elementary Family Liaisons to support students and families with student well-being recovery launching in the 2021-22 school year. Each district-deployed Family Liaison will be assigned to an Elementary School.
- This effort is grounded in the OSPI Healthy Schools Washington approach that aligns with our OSD Student Outcomes, as articulated in our [District Improvement Plan](#).

Description Summary

Elementary Family Liaisons are

- relationship-oriented community builders who are innovative, solutions-based partners; they draw out the best in people to and find joy in the individual and collective success of others.
- champions for students’ rights including rights of students to accessing opportunities such as learning supports, racial equity, culturally responsive practices, and family housing.

- partners for building administrators and district leaders to ensure pathways for student agency and student voice exist, with emphasis on partnering with - and empowering - families from traditionally marginalized populations.

Supervision and Controls over the Work:

Elementary Family Liaisons are district-deployed under the supervision of the Chief Academic Officer or designated administrator on the Teaching & Learning Team and serve the elementary campus to which they are assigned. This position is responsible for results in terms of family success for student outcomes.

Essential Functions:

- Partner with building administrator and district leaders to articulate goals and action plan within the School Improvement Plan (SIP), with connections to the whole child Student Outcomes outlined in the [District Improvement Plan](#). This includes implementation of the district adopted family partnership framework.
- Cultivate creative partnerships, develop workshops, establish student experiences, and produce resources to support student and family success grounded in our [2021-22 Academic and Student Well-Being Recovery Plan](#). Examples of topics this includes: academics across content areas, social emotional learning, elementary-to-college planning, building strong family relationships, empowering your student, student intrinsic motivation, and parent/guardian agency in teacher partnerships.
- Partner with the Support Services, Teaching & Learning, Communications, and other district leaders in support of families at the building level.
- Partner with building administrator to implement racial equity, gender equity, equity-based grading policies and related systems of support for families.
- Provide families with supports for partnering with the school within a Multi-Tiered System of Support (MTSS). This includes partnership with the Family & Community Partnership Coordinator to establish and implement a virtual family toolkit with support for families seeking to understand how to navigate partnerships around Tier III systems such as Individualized Education Plans (IEPs) and 504s. Partners with families to navigate, and leverage, resources through district programming (McKenny Vento Program, etc.) and supports offered through community partnerships.
- In partnership with district and building leadership, cultivate community partnerships that result in extended student supports for family learning experiences beyond the school day in support of a whole community approach to our to the whole child Student Outcomes outlined in the [District Improvement Plan](#).
- Partner with the Family & Community Partnership Coordinator to develop family conferences and community-based family field investigations, with an emphasis on underrepresented populations including those impacted by poverty and students of color and/or underrepresented populations.

- Review and analyze reports, records, and directives, and confers with others to obtain data required for planning family-focused programming, activities, and supports.
- Develop and recommend any modifications to improve site-based and district program efficiency and effectiveness.
- Assign or delegates responsibility for specific work or functional activities related to the Family & Community Partnership program.
- Collaborates with district and building leadership on reviewing policies, procedures and practices for accomplishing equity related initiatives in support of a family & community partnerships.

Job Requirements – Qualifications:

- **Education:** High school diploma or equivalent. Completion of at least 40 quarter/26 semester credits at an institution of higher education or an Associate's (or higher) degree (official transcript is required).
- **Experience:** Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- **Other:** Criminal Justice Fingerprint clearance; current Washington driver's license.
- Able to work in an environment with frequent interruptions and changing tasks and priorities.
- Able to follow written and verbal directions and take the initiative to seek clarity and take action when needed.
- Able to organize work and set priorities for accomplishing work in a timely and effective manner.
- Able to protect the confidentiality of student information consistent with FERPA requirements and good judgment.
- Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
- Ability to communicate effectively verbally and in writing.
- Skill in the use of office and computer equipment and use standard office software and student information system software.
- Demonstrate knowledge in community-based programs and issues and communities.
- Ability to lift up to 40 pounds.
- Strong teamwork skills
- Ability to demonstrate reliability and punctuality.
- Strong organizational skills and the ability to maintain detailed records.
- Excellent verbal and written communication skills.
- Ability to work effectively under stressful conditions.
- Participate in OSD required health & safety related trainings, First Aid and CPR Training may be required.

Application Procedure for out of district candidates:

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St. NE Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.