



Western School of Science and Technology exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

**Job Title: Community Liaison**

**Job Type:** Full-time, 12-month contract

**Reports to:**

**Staff to manage:**

**Department:**

**Location:** On campus (Not eligible for remote work)

**Starting Salary:**

**Here's what we're primarily looking for in a team member:**

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in urban Phoenix communities

**Benefits of working at Western:**

- 100% of employee medical, dental, and vision monthly premiums covered; 50% of dependent medical, dental, and vision monthly premiums covered.
- Qualification for 3% employer-match safe harbor 401(k) (Eligible 90 days after employment)
- Monthly allowance for supplemental insurance
- Monthly allowance for Health Savings Account
- Paid Parental Leave (Eligible after 12 months of employment)
- Employee Assistance Program
- Professional Development opportunities are available upon approval
- School Laptop
- 14 days of paid time off, 5 days of sick leave per year (PTO accrued over time)

**The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western:**

- Former experience in this field (Bachelor's Degree preferred)
- One year of experience working with diverse families and high school students
- Valid State of Arizona "IVP" Fingerprint Clearance Card (or acquired prior to employment)
- Experience working with emotionally/behaviorally disabled/disordered students in a school
- Knowledge of child development concepts and practices
- Excellent communication skills

- Superior knowledge of education laws and regulations
- Demonstrates taking personal ownership for his or her own development; growth mindset
- Preference will be given to individuals who have experience working in the target community or in a demographically-similar community and prior experience in a similar role
- Bilingual- Spanish (Preferred)

### **General Description:**

The Community Liaison serves as a bridge between the school, families, and the community to foster communication, engagement, and collaboration. This role supports parents in becoming active participants in their children's education and growth, ensures they have access to necessary resources, and promotes a positive and inclusive school environment. The Community Liaison will develop engaging and relevant content for various social media platforms such as Facebook, Instagram, etc., with our community events and showcase our students and families.

### **Duties and Responsibilities:**

#### General

- Act as a communication link between parents and school administration, teachers, and staff.
- Assist families in navigating school processes, including enrollment, academic support services, and special education resources.
- Foster an inclusive and welcoming environment for all families.

#### Parent Relationships

- Provide parents with information about school programs, policies, and events.
- Organize academic-based learning opportunities/workshops, meetings, and activities to encourage parental involvement at flexible times.
- Connect parents with community resources such as counseling, financial aid, and social services.
- Coordinate volunteer programs for families with continuous recruitment and training for volunteers.
- Develop and maintain a Parent Resource Center within the school for easy access.
- Establish and meet regularly with the Parent Group/PTA- provide surveys and opportunities to share feedback; report findings to the leadership and staff as needed
- Collaborate with district and school leadership to compose a survey to identify family/parent needs and expectations

#### Community/Stakeholders

- Collaborate with school staff to address concerns and improve family engagement.
- Coordinate volunteer program for community members/stakeholders with continuous recruitment and training for volunteers.
- Plan and coordinate monthly "Cafecito" meetings with parents and community/stakeholders.
- Develop a directory of community partners/stakeholders, communicate monthly, and support in organizing quarterly meetings.
- Assist with organizing major school events (Meet The Teacher, Parent Teacher Conference, Curriculum/Assessment Night, Title I & Title 3 Nights, School Festivals, etc.)

## **Media/Social Media**

### **General:**

- Collaborate with other team members to ensure social media efforts align with overall marketing and communication strategies.
- Adhere to brand guidelines and organizational policies in all social media activities.
- Ensure compliance with relevant laws and regulations, including copyright and privacy laws.
- Be prepared to respond to crises or negative situations on social media promptly and appropriately based on guidance from Senior Staff.

### **Content Creation:**

- Develop engaging and relevant content for various social media platforms: Facebook, Instagram, etc.- graphics, images, and videos as needed to accompany posts.
- Take pictures at school events, before and after school, on & off campus

### **Community Engagement:**

- Monitor comments, messages, and mentions across all social media channels; respond promptly and professionally (address any concerns or complaints)
- Create and develop a quarterly parent newsletter and community/stakeholder newsletter
- Promote all school events and Parent Involvement activities through social media

## **Knowledge and Abilities:**

- Models district standards of ethics, confidentiality, and professionalism.
- Completes work before deadlines despite constant interruptions.
- Plans and organizes work.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school law and district policy.  
Proficient with Microsoft Office Suite and Google Suite
- Utilizes best practices in curriculum, instruction, assessment, and strategies to enhance student learning.
- Creates an environment where students from diverse backgrounds are comfortable and experience success.
- Demonstrates strong communication skills
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Maintains a safe and orderly working environment.

## **Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- Sit or stand for extended periods of time, in both indoor and outdoor environments.
- Stamina to work a full day and then supervise evening events or attend meetings.

- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally.
- Lifting, carrying, pushing, or pulling moderately heavy objects.
- Move throughout campus, including climbing step ladders, stairs, bleachers, and hallways, indoors and outdoors

**With Reasonable Accommodations:**

The Parent Liaison is expected to perform these duties with or without reasonable accommodations, as required by applicable law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We believe in fostering a diverse and inclusive environment, and we welcome applications from candidates who may not meet all qualifications but bring unique perspectives and experiences. Your unique qualities and perspectives are valuable assets that contribute to the richness of our school community. We encourage all interested individuals to apply and be part of our commitment to diversity, equity, and inclusion.

Western: CFA is an equal opportunity employer.