



Parent Liaison Volunteer Position

Basic Function:

This position will serve as a voice for all parents of students enrolled in the Educational Pathways to Student Success (EPSS) program, and provide input and the parent perspective to ensure that program goals and objectives are met, and the program is providing services that meet the needs of the program. They will be responsible for helping lead the monthly meetings. The Parent Liaison will assist in communicating with teachers, parents, students, support staff and the community regarding the EPSS program, services and student issues in areas such as attendance, academics, behavior and health etc.

We're Looking for Candidates Who Are:

- **Family engagement experts:** individuals with a proven track record of engaging families and strengthening relationships between schools and communities.
- **Flexible:** someone who is able to adapt quickly to changing priorities and conditions and can adjust effectively with complexity and change.
- **Persistent:** problem solvers who demonstrate tenacity and willingness to go the distance to get something done and learn all systems needed to execute their work.
- **Skilled at cultivating teamwork:** leaders who reach out to peers and cooperate with supervisors to establish an overall collaborative working relationship.

Responsibilities and Duties:

1. Serve as a liaison between the EPSS program and the parent/families of the school.
2. Participate in the selection process for enrolling students into EPSS program.
3. Promote family welfare efforts by establishing contacts with community organizations.
4. Assist in making personal contacts through a variety of modalities (electronic, face-to-face, home visits, etc.) to encourage parental engagement.
5. Assist in researching, collecting, organizing and coordinating resource materials and activities to facilitate parental involvement and engagement in their child's education, under the direction of the EPSS Project Coordinator and Education Director.
6. Participate in program-based activities, such as curriculum, special events, PTA meetings, monthly talking circles, Summer Institute and fieldtrips.

7. Assist with executing programs and initiatives to enhance services and strengthen relationships between school and home.
8. Communicate and help guide parents with the service feedback process and survey.
9. Serve as a Parent Liaison position for the Tribal Education Advisory Board.
10. Assist the Project Coordinator on the monthly EPSS Newsletter.
11. Advocate for student/family need.

Required Skills, Qualifications, and Characteristics:

- Experience with providing family support, preferably within the context of schools
- Ability to effectively communicate with a diverse group of families and stakeholders
- Learns new technology quickly
- Must have a child enrolled in The EPSS program.

Time Commitment:

The Parent Liaison position is an annual, part-time commitment from April 2021 through October 2022. Once onboarding is complete, Parent Liaison will contribute 2 to 4 hours per week.

Location

Parent Liaison must reside in the Winnebago, NE community. Programming and services will be focused in the Winnebago, NE community.

Applications

Applications can be found on the Winnebago Tribe of Nebraska website under the Programs & Services tab, then under the Education tab, then select the Education Pathways to Student Success. Or an application can be picked up from Sandy "Macky" Scott at Educare.

Please submit applications to Sandy Scott at Educare. Or sign and email application to sandy.scott@winnebagotribe.com.

For further questions, please contact Sandy Scott at (402) 878-4370 Ext. 1724 or sandy.scott@winnebagotribe.com.