

YKSD JOB DESCRIPTION



Job Title: Raven School Family Liaison	
Supervisor: Assistant Principal	Location: Raven Homeschool
Authorized Hours: 20 hours per month	Classification: Classified/Hourly
Days/Months: 12 months	Range: D, starting at \$16.00

General Responsibilities

To act as liaison between parents and Raven Homeschool.

Example of Duties

1. Give orientations for new parents via face-to-face as well as group meetings and individual phone contacts.
2. Advise parents on curriculum choices.
3. Work with vendors.
4. Organize or coordinate field trips and assist with workshops.
5. Establish and maintain E-mail and phone contact with each family.
6. Assist in the administration of statewide testing
7. Update and maintain Raven Social Media.
8. Assist with the coordination of graduation.
9. Attend and organize PAC meetings once a month.
10. Attend local meetings as needed as a member and representative of Raven School.
11. Attend in-services and other meetings as required.
12. Serve as community liaison for Raven School and assist in the recruitment of new families.
13. Other duties as assigned.

Equipment Used

Standard office equipment, including computer, printer, copy and fax machines, and other teaching and office related equipment.

Independent Decisions

Decisions of a routine, job-related nature.

Primary Working Contacts

Students, office staff, teachers and parents.

Responsibility for Cash, Equipment, Safety

None

Supervision Received and Exercised

Receives assignments from the administrator or designee.

YKSD JOB DESCRIPTION



Unusual Working Conditions

None

Evaluation

Annual written evaluation.

Qualifications

Education: High school diploma or GED is required.

Experience: Homeschooling experience preferred.

Skills: Proven proficiency in oral and written communication skills.