

**Hernando County School Board  
Florida**

<b>Title I School-Based Family Engagement Liaison</b>
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**Required Qualifications:**

- Florida Educator's Certificate
- Ability to work cooperatively and effectively with peers and colleagues
- Ability to apply leadership skills among peers and colleagues
- Ability to perform basic computer functions
- Ability to follow timelines
- Ability to be organized

**Desired Qualifications:**

- Knowledge of current Title I, Part A principles and best practices for parent and family engagement
- Knowledge of the operational procedures of federal programs including guidelines and regulations relating to federal programs

**Performance Responsibilities:**

- Attend all scheduled engagement meetings
- Coordinate the school's Title I Annual Meeting
- Coordinate engagement events that link to data needs and the school improvement plan
- Oversee annual revisions of the school compact/s and the Parent and Family Engagement Plans
- Disseminate Title I information to families and school personnel
- Co-conduct the Title I Committee Meetings with the Title I School-based Compliance Liaison
- Create and support event marketing, attendance and survey requirements
- Collect, maintain, and oversee parent engagement additional duty documentation for payroll purposes.
- Perform other duties as assigned by Site Administrator and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the principal in conjunction with the Supervisor of Federal Programs

**Terms of Employment:**

Supplemental Position

**Salary:**

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando Classroom Teachers' Association (HCTA) Contract

Board Approved: 09/19/2023