

Administrative Job Description

Job title	<i>Family Liaison</i>
Reports to	<i>Executive Director</i>
Position Status	<i>Regular Full-Time, non-exempt, 200+ work days (according to academic calendar) plus 7 paid holidays</i>

Job purpose

The Family Liaison is the point person for community engagement for the school. Manage the entire enrollment process from marketing, outreach & recruitment to applications, waitlists and withdrawals. The family liaison serves a variety of backup and support roles throughout the day and year. Member of the wellness committee and community. Other duties as assigned by the direct supervisor.

Duties and responsibilities

- Enrollment
 - Work with Executive Director on Strategic enrollment plan
 - Plan and execute marketing and recruiting events
 - Maintain an active social media presence
 - Host and translate information sessions
 - Provide information to prospective families in person and over the phone
 - Manage all administrative aspects of the enrollment process (applications, scholarships, waitlists)
 - Ensure enrollment targets are met
 - Do exit interviews with families who withdraw
 - Manage Alumni surveys and maintain relationships with alumni
 - Receive and send IEP information
 - McKinney Vento contact (Homeless Liaison)
 - Coordinate with school nurse regarding student health plans, manage student medications
 - Maintain student information system; ensure student/parent information including contact information, health concerns, behavior and Special Education information is current at all times.
- Community Engagement
 - Co-Chair the Community Committee
 - Draft and translate monthly family newsletter
 - Attend community events
 - Coordinate with wellness team on parent coffee schedule, topics, and childcare
 - Coordinate with PTO on regular meetings, including childcare
 - Produce annual yearbook
 - Provide or arrange for translation at PTO, SAC and other community meetings
 - Manage volunteer sign up and tracking hours
 - Schedule hearing and vision screening, dental screenings and picture days
- Logistics and Operations Support
 - Support arrival, midday and dismissal transitions as necessary
 - Serve as back up clinic aid
 - Manage preschool tuition and billing
 - Other Duties as assigned

Qualifications

- High School Diploma or GED Required
- College experience preferred
- Customer Service/sales experience
- Previous school experience preferred

Skills and abilities

- Bilingual - ability to speak and write with native like fluency in both Spanish and English
- Skilled in the use of spreadsheets and databases
- Friendly, outgoing personality
- Ability to multitask
- Have own vehicle
- Available for some weekend/evening work

Working conditions

This position requires some flexibility to attend events on evenings and weekends; generally not more than once per month. During enrollment season, there are evening information sessions twice per month. There are occasions when you will be required to be outside for a short period of time in inclement weather.

Physical requirements

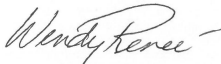
This position is primarily administrative. On occasion you may be asked to set up or tear down classrooms or tables and chairs for meetings and field day.

Direct reports

none

Application:

To apply send an email with the subject line: Family Liaison Position to [hiring@montessoridelmundo.org](mailto: hiring@montessoridelmundo.org) . Include your resume (in English) and a cover letter describing why you are interested in the position and what qualities you bring to your work. Submit your cover letter in Spanish.

Approved by:	
Date approved:	January 15, 2019
Reviewed:	March 1, 2021

Montessori del Mundo will endeavor to review and update job descriptions annually.