



The International School of Louisiana a public charter school dedicated to cultural diversity and global awareness and the only multi-language immersion school is currently accepting applications for a **Family Liaison**. The Family Liaison will work to increase and improve parent/family and community involvement in the International School of Louisiana. The Family Liaison will train and coordinate parents in volunteer opportunities and provide information in order to encourage communication with parents/families and school personnel.

Essential Functions / Responsibilities:

- Serve as a liaison between the school and the parent/families of the school.
- Assist parents in communicating with foreign language teachers (French & Spanish) as requested.
- Represent school administration as an officer of the Parent Teacher Organization (PTO).
- Attend school and community meetings.
- Make personal contact with parents and community members to encourage volunteer engagement.
- Provide information to parents/families in order to improve home-school communication.
- Prepare and distribute school newsletter monthly and communication flyers as needed.
- Provide back-up support to reception desk, answer phones and greet guests on arrival
- Perform related duties as required.
- Assist other personnel as needed for the purpose of supporting them in the completion of their work duties.

Supervision Received and Exercised:

The Family Liaison works under the supervision and direction of the Director of Institutional Advancement. The Family Liaison will be required to schedule and supervise the activities of school volunteers.

Qualifications:

- Fluency in both Spanish and English is required, additional fluency in French is highly desirable.
- Must have two years of college level education, a bachelor's degree is preferred.
- Demonstrates respect for ethnic, cultural and language diversity
- Proficient in Microsoft Office Suite, Adobe and Internet Applications
- Strong organizational skills
- Able to function as part of a team
- Ability to communicate effectively both orally and in writing with parents, schools, community and office personnel.
- The ability to work a flexible schedule with evening and weekend hours is required.
- Previous experience of working with children and families in the public, private or voluntary sector.

Salary: \$27,500 – \$30,000.00