

**MARIN CITY COMMUNITY DEVELOPMENT CORPORATION (MCCDC)  
POSITION ANNOUNCEMENT**

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**PARENT LIAISON**

**DEFINITION:** In collaboration with the Sausalito Marin City School District (SMCSD), the Marin City Community Development Corporation (MCCDC) will serve as the employer for this position. This position will be in support of students (preschool to 3<sup>rd</sup> grade) at Bayside Martin Luther King, Jr. Academy (BMLK) and will report to the BMLK Site Administrator.

**DISTINGUISHING CHARACTERISTICS:** The Parent Liaison will serve as one vital bridge linking the SMCSD to parents of students attending preschool to 3<sup>rd</sup> grade enrolled at BMLK.

**SALARY:** Salary is \$37,600. This is an 11-month full-time (32.5 hours/week), exempt position.

**BENEFITS:** Comprehensive benefit package, which includes participation in medical dental, life insurance and employee contribution 401K option.

**TYPICAL DUTIES:**

**Engagement** - The Parent Liaison will develop outreach strategies that engage families into the process of co-creating a safe, equitable community school at BMLK where all students thrive and families of students preschool to 3<sup>rd</sup> grade experience successful coordination and educational experiences at BMLK.

**Information and Referral** - The Parent Liaison will provide appropriate information, resource referrals and material translations and interpretations for families as needed.

**Coordination and Administrative Management** - The Parent Liaison will track their progress in written, organized record keeping and maintain a designated office space at the school site to work with all stakeholders in effective ways.

**KEY REQUIREMENTS:**

A strong belief in the power, opportunity, obligation, and rights of parents to engage as partners in the education of their student. The Parent Liaison will be able to work under limited supervision and possess the ability to stay highly organized while coordinating others. The Parent Liaison will operate within a defined budget and possess a high knowledge of resources for parents, families and diverse communities, and possess knowledge of Marin City community agencies. The Parent Liaison will possess the ability to work with parents and families from diverse backgrounds.

**KNOWLEDGE OF:** Modern office practices and technologies (including Microsoft Office 2010); public contact techniques; accepted business English usage; telephone etiquette; safe work practices.

**EDUCATION AND EXPERIENCE:**

Minimum of 2 years of experience working in an educational or social services environment with increasing levels of responsibility.

- Possess a high school diploma or its equivalent (e.g., the GED); AND
- Demonstrate subject matter competency by:
  - Earning an Associate (or higher) degree; OR
  - Completing at least two years (48 credit hours) of study at an institution of higher education; OR
- Associate or Bachelor Degree in Education field or equivalent preferred.

**DESIRED QUALIFICATIONS** (The following qualifications are desirable but not required):

- Experience with public policy, advocacy or organizing around issues in public education
- Familiarity with the Marin City community and/or other low-income communities of color
- Experience using on-line and social media tools
- Bilingual – fluent in Spanish and English
- A valid CA driver’s license and current insurance coverage

**TO APPLY:**

Submit online at [www.edjoin.org](http://www.edjoin.org):

- A completed application form
- Three recent letters of recommendation
- Letter of Interest
- Current Resume

**APPLICATION DEADLINE:** Friday, March 31, 2017

**SELECTION PROCEDURES:** The SMCS D has oversight for recruiting, evaluating and recommending applicants for this position. The multilevel selection process may consist of an application screening process, reference checks, assessment activities, interviews and presentations. Those candidates with the most relevant and suitable background will be invited to participate in the process.

In compliance with the Immigration Control and Reform Act of 1986, the MCCDC requires all new employees to produce certain documents to verify their identity and right to work in the United States. Such documents may include, among others, U.S. Passport, Birth Certificate, Valid Driver’s License, and Social Security Card.

The MCCDC prohibits discrimination against and/or harassment of employees and job applicants on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act, Title VII of the Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the California Fair Employment and Housing Act, and the Age Discrimination Act of 1975.