

## **Learning Gate Community School Parent Liaison Vacancy Notification Policy**

**POSITION SUMMARY:** The Parent Liaison, works to empower parents by bridging communication between schools and home. This helps to promote parent engagement, and to provide information and links to resources.

### **SUMMARY OF RESPONSIBILITIES:**

1. Serves as liaison, for a two-year term, between parents and school by working closely and conferring with Administration and the Board of Directors
2. Serves as a contact for parents with questions about the school services or specific activities and events
3. Assists parents and students with accessing educational resources or connecting them with the correct person to do so
4. Attends monthly Learning Gate Board of Directors' Meetings
5. Listens and reports information in an unbiased and neutral manner

**When there is a vacancy of the parent liaison position, the following procedure will be take place:**

1. The vacancy will be posted on the school website for a two-week period
2. The vacancy will be posted in the school's newsletter
3. The vacancy will be posted on the school's Facebook page
  - a. Candidate names will be collected by the principal
  - b. Each candidate will be interviewed by the principal
  - c. The principal will nominate the candidate based on the following criteria:
    - i. Ability to communicate effectively
    - ii. Knowledge of the school and its programs
    - iii. Ability to participate in monthly meetings
  - d. The principal will bring the nominee before the Board of Directors at the next scheduled board meeting.