

Lewis J. Bennett High School

Parent Engagement Liaison- Posting 22-23

Key Competencies:

- Team player, open-minded
- Self-start and innovative
- Inclusive and non-judgmental
- Respectful listener and solution-oriented
- Maintain confidentiality and follow privacy guidelines
- High capacity to prioritize and complete tasks in a timely manner
- Ability to develop relationships with parents, students, staff, and community members

Qualifications:

- Non-Buffalo Public School employee
- Bilingual preference, if needed
- High school graduate or Test Assessing Secondary Completion
- Must be able to communicate clearly and concisely both verbally and written
- Computer experience required (i.e., emails, payroll submission, online meetings, and participation in virtual training)
- Parent/caregiver of a child enrolled in the school. If no parent or caregiver of the school expresses interest, the school can canvas community members who work closely with the school.

**Contact Mrs. Cotter for additional information at
(716)816-4250 or tcotter@buffaloschools.org**

*\$15.00 per hour
10 hours per week/ 40 hours per month.
Subject to interview process and background check*

