

Parent and Family Engagement Liaison

A PFE Liaison is the designated individual based at a school whose primary function is to connect the home and school in a positive, respectful, and welcoming manner. PFE Liaisons play a dual role of ambassadorship. They represent the school through thoughtful, meaningful and culturally appropriate communications. They also represent the parent/family by understanding the many challenges that occur in the community. The PFE Liaison works to bridge the gap between home and school by helping parents get the information and support they need to ensure their child's academic and social success.

Job description:

A job description should clearly state the responsibilities of the PFE Liaison. Some duties to consider:

- Serve as liaison between school and home
- Facilitate and foster a positive working environment between home and school
- Make personal contacts and home-visits
- Organize materials and activities
- Survey parents to determine needs and assess effectiveness of the program
- Professional development and training to staff and families
- Knowledgeable about Title I, Part A compliance
- Provide tips, strategies, and ideas to staff and parents
- Engage parents to become full partners with the school
- Develop a monthly calendar of events and/or newsletter

Consider the following when developing the position, interviewing and selecting your PFE Liaison:

- Is a member of the community
- Has experience in public speaking and communication
- Is articulate and an effective communicator
- Has ability to plan, organize and implement activities and events
- Reflects the school's demographics and demonstrates tolerance of culturally diverse populations

What a PFE Liaison is NOT:

- Substitute
- Cafeteria Monitor
- Front Office Assistant
- Hall Monitor
- Recess Monitor

If these liaisons are relegated to these operational tasks, the desired outcome of engaging every family will be lost. Schools may want to include a statement that limits the amount of time the PFE Liaison can work outside of their job description; i.e. *The PFE Liaison must spend 85% of their day fulfilling the responsibilities defined in the job description or other duties as assigned as related to parent and family engagement.*

How can a PFE Liaison help parents and families?

Often, parents feel uncomfortable about sharing their questions or concerns with the teachers or school administration. Because good communication between home and school is such a vital part of your child's academic success, the PFE Liaison will listen to concerns and then work with parents and families to make sure that their situation, question or point of view is expressed and understood. They can help and support parents/families who need to find ways to resolve any issues that may be hindering their child's success in school. PFE Liaisons want to be sure that parents understand what they can do to get involved, keep informed, share information, and help their child do his or her best. PFE Liaisons provide professional development opportunities for parents to learn how to help their children be successful.

Copyright © Notice. The materials are copyrighted © and trademarked TM is the property of the Texas Education Agency (TEA) and may not be reproduced without the express written permission of TEA, except under the following conditions:

1. Texas public school districts, charter schools, and Education Service Centers may reproduce and use copies of the Materials and Related Materials for the districts' and schools' educational use without obtaining permission from TEA.
2. Residents of the state of Texas may reproduce and use copies of the Materials and Related Materials for individual personal use only without obtaining written permission of TEA.
3. Any portion reproduced must be reproduced in its entirety and remain unedited, unaltered and unchanged in any way.
4. No monetary charge can be made from the reproduced materials or any document containing them; however, a reasonable charge to cover only the cost of reproduction and distribution may be charged. Private entities or persons located in Texas that are not Texas public school districts, Texas Education Service Centers, or Texas charter schools or any entity, whether public or private, educational or non-educational, located outside the state of Texas MUST obtain written approval from TEA and will be required to enter into a license agreement that may involve the payment of a licensing fee or a royalty.

For information contact: Texas Education Agency, 1701 N. Congress Ave., Austin, TX 78701-1494; email: copyrights@tea.texas.gov.