

**EAST CARROLL PARISH SCHOOL BOARD**  
**POSITION AVAILABLE**  
**Re-Engagement Liaison Coordinator**

East Carroll Parish Public Schools vision is that every student be engaged in a rigorous, well-rounded instructional program, and graduate prepared for success in college, career and life. To achieve this, the East Carroll Parish Public School District is looking for teachers, leaders, and non-instructional staff to join its team of passionate, committed, and talented professionals.

**Qualifications and Requirements:**

- Minimum Bachelor's degree or Two or more years related experience working with at-risk populations and cross-cultural environments.
- Initiative, innovation, adaptability, collaboration, organization, and compassion are critical components of the position.
- Proven ability to set priorities and work with minimal supervision.
- Experience working in a collaborative and diverse team setting. Experience in a school setting is advantageous.
- Valid driver's license and auto insurance; reliable transportation.
- Must be able to pass a background check

**Duties and Responsibilities**

**Re-Engagement Efforts**

- Develop individual student support plans.
- Identify other obstacles that are impacting academic, behavior, attendance, and social-emotional needs.
- Identify the services and resources available to assist students and families, and identify gaps in service provision.
- Coordinate and deploy basic needs resources and address urgent mental and physical health and well-being needs.
- Coordinate with the principal or staff designee on a regular basis to seek input and report on reengagement progress.
- Monitor and document student and family progress toward goals.
- Gather administrator, parent and student feedback regarding program implementation.
- Evaluate outreach and reengagement effectiveness on an ongoing basis.

**Data and File Maintenance and Reporting**

- Collect demographic information for each identified disengaged student and track this data in an approved format, including but not limited to the student data management system (Jcampus).
- Establish and maintain accurate and complete student files with appropriate and up-to-date information and documentation per program procedures and guidelines.
- Track all services provided in accordance with program procedures and guidelines, keeping current on data entry and reporting.

If you are interested in the following position, please contact:

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Human Resources/Talent Pipeline Lead  
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