



SCHOOL LIAISON JOB DESCRIPTION (2024-25 Fiscal Year)

Overall Roles and Responsibilities

The School Liaison is an advocate for both their assigned school and the San Mateo-Foster City Education Foundation ("the organization"). The School Liaison will primarily be responsible for understanding, communicating, and promoting programs and events in order to help the organization achieve its mission and goals.

Responsibilities

The School Liaison's specific responsibilities include:

- On an as-needed basis, attend monthly board meetings and important related meetings
- Positively support the mission of the organization and help make it an integral part of your school's culture and mindset
- Schedule a meeting with your principal to identify school-specific issues and priorities to be considered in the organization's efforts
- Work closely with the Education Foundation to achieve good two-way communication of the school's priorities and preferences, and the board's ability to fund and prioritize particular programs
- Work to identify the most effective strategies to maximize participation at your school
- Attend key school meetings where communication and/or promotion of a program or event are key to its success. Examples of these include: back-to-school nights (annual campaign), Gala, and Readathon kick-off meetings
- From time to time, forward and personalize email messages regarding programs and events of the organization
- Work with the organization on newsletter development. Help develop the related content and photographs of organization-funded activities for your school
- Meet with your school PTA board to share organization's successes