

MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NEW YORK
OPEN COMPETITIVE EXAMINATION
FOR
PARENT AND FAMILY LIAISON/LOCKPORT CITY SCHOOL DISTRICT

LAST DAY FOR FILING:
JANUARY 31, 2024
Exam No. 85651

DATE OF EXAMINATION:
MARCH 2, 2024

FILING FEE: A non-refundable \$15.00 filing fee must accompany your application. Checks and/or money orders make out to the City of Lockport.

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur in the City of Lockport School District.

SALARY: Will Vary

DUTIES: The Parent and Family Liaison is a member of the school district's support staff that connects parents, students, and families to resources within the school district and the community to empower all members of Lockport's families with the information they need to further student academic and social growth. The Parent and Family Liaison understands that student success is intricately linked to family success and community well-being. For this reason the Parent and Family Liaison plays a vital role in increasing family engagement and parental involvement, building strong school-community relationships, and empowering all members of the school community to engagement in shared leadership opportunities.

The Parent and Family Liaison will manage the District's new Family Empowerment Center (FEC) and coordinate all FEC activities, ensure that resources are up to date and available and that all equipment is working correctly, collect and maintain data on FEC use, communicate with school, family, and community individuals and organizations, and provide families with the information and skills they need to effectively support their and their child's growth.

**MINIMUM
QUALIFICATIONS:**

- Bachelor's in education or a related field
- I-9 Employment Eligibility in compliance with Immigrations Reform and Control Act
- Minimum of three years' experience working with community and/or educational organizations
- Knowledge of best practices in family and parent engagement and involvement in schools

**SUBJECT OF
EXAMINATION:** **Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs

with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Child development

These questions test for knowledge and understanding of child development. Questions may cover such topics as psychological, social, and biological influences on a child's personality; family socialization; parent-child relationships; self-concept; normal and abnormal behavior; causes of problem behavior; influence of peers; educational and recreational activities; and the role of social interaction on cognitive development.

Principles and practices of social casework

These questions test for knowledge of the principles and practices used to provide casework services to individuals and/or families of all ages, backgrounds, and circumstances. Questions will test for application of this knowledge in various settings and will include such topics as assessment, monitoring and evaluating services, counseling, referrals, and advocacy.

Interviewing

These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

Candidates are allowed to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Use of books, cellphones and other reference material is prohibited.

Applications: Applications and filing fees must be received by the close of business on the last filing date with the Lockport Civil Service Office, Municipal Building, One Locks Plaza, Lockport NY 14094. Room M-11.

This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations with rating of exams will apply to this test.