

FOF School Liaison Job Description



Igniting Inclusive Catholic Education®

The FIRE Foundation provides funding annually that covers a significant portion of the costs of inclusive education such as staff salaries, professional development, learning resources and technology. It would be difficult to offer an inclusive learning environment and meet the special learning needs of students without financial support from FIRE and the commitment of our Catholic community.

The Friends of FIRE (FOF) School Liaison is a volunteer / part-time role. The FOF School Liaison serves as a direct link from the FIRE Office to the school community and is the “face of FIRE” at the school level. The School Liaison communicates with the partner school community about meetings, education opportunities, fundraising initiatives and works closely with the partner school principal and Inclusion coordinator to ensure that all stakeholders are aware of issues, opportunities and expectations. The FOF School Liaison is an ambassador who elevates support and strengthens the capacity to fulfill FIRE’s mission at partner schools.

Preferred Experience

- Understanding of FIRE’s mission and impact on school communities
- Commitment to the stewardship model for funding of inclusive Catholic education
- Past and current participation in Friends of FIRE activities
- Past attendance and/or volunteer involvement in FIRE events

Responsibilities & Resources

- Coordinate with school leadership to determine opportunities to build awareness of FIRE Foundation and Friends of FIRE.
- Build enthusiasm and support for inclusive education and the FIRE Foundation among parents and Friends of FIRE at your school.
- Collaborate with parish and school staff to identify communication tools (websites, bulletins, newsletters, social media, etc.) to share FIRE promotions and messages. Identify contacts, deadlines, and procedures for publication of content.
- Participate in the Friends of FIRE Liaison Mentoring Program (as mentor or mentee), sharing knowledge and ideas that build your school’s inclusive culture.
- Speak briefly at Masses, PTA or PTO meetings and/or back-to-school night about FIRE and the benefits/responsibilities of being a partner school as well as upcoming opportunities to support FIRE initiatives.
- Coordinate FIREBall Week Activities, coordinate FIREBall auction package, and donations and raffle ticket sales at your school (September/October).
- Coordinate at least one school-based Friends of FIRE fundraising event annually to support inclusive education.
- Promote Play with FIRE Golf Tournament and encourage participation and volunteer opportunities (March/April)
- Promote Purses with Purpose, coordinate auction donations, and encourage attendance (May/June)
- Promote and attend Friends of FIRE meetings and programs.



Friend of FIRE Parent Checklist



- Annual Parent Acknowledgement (located on FIRE Website)
- Follow FIRE on Instagram & FaceBook
- FIREBall (Fall - October)
 - Raffle Tickets - Sales at School
 - Underwriting Opportunities & Tickets
 - FIRE Week (coordinate with Parent Liaisons)
 - Help with Silent Auction, Live Auction, Volunteer, etc
- Play with FIRE Golf Tournament (Last Friday in April)
 - Volunteer
 - Recruit/Play in a Foursome
- Purses with Purpose
 - Sponsor/Buy Tickets
 - Coordinate School Purse or Package Donations
 - Volunteer
- Attend Friends of FIRE Meetings and encourage other families to attend as well!



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@FIREDUPINKC

NEED HELP?

EMAIL:

SUSAN@FIREFOUNDATION.ORG

FIRE LIAISON TIPS & TO-DOS: THE KEY IS KNOWLEDGE, AWARENESS, AND COMMUNICATION!

Engage the Parish

- Ministry spotlight on FIRE and, mass intentions
- Parish/School Facebook page
- Newsletter- events and Raffle sales
- Parish Website

Engage the School

- Gather the community of parents with kids utilizing additional educational help (Resource Center) or FIRE's
- Engage with the parent groups at large (PTA, PTO, CPT, etc.) newsletter- events and raffle sales
- Attend new parent orientation, back-to-school nights
- Packet Day
- School Website



Lead FIRE Week

- Liaisons (Along with: Special Education Coordinator or Principal) plan early Sept, get approval from Principal
- Awareness, fun, assembly, dress down- each day
- FIRE meetings and volunteers (Sign-up genius is your friend!)
- Auction items- School Packages
- Raffle sales & Raffle Cup Contest
- Help with FIRE week



RESOURCES: WWW.FIREFOUNDATION.ORG & GOOGLE DRIVE FOLDER

NEED HELP?

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