



Military Connected Family Liaison Role & Responsibilities

In San Elizario Independent School District (SEISD), the primary purpose for the military connected family liaison is to serve as the link between the military connected family and the district. While the military connected family liaison is the first individual the military connected family will meet, all personnel at the campus and district level, inclusive of the SEISD Board of Trustees, are committed to provide all families the necessary support for all students to succeed and thrive in their academic environment. The major responsibilities and duties include but are not limited to the following:

- To serve as the point of contact and work collaboratively between military connected students and their families and the campus
- To assist in the creation of a welcoming attitude on their respective campus.
- To assist with the enrollment process, records transfer, existing community resources, and student supports
- To ensure military-connected students are identified and properly coded through the Texas Student Data System Public Education Information Management System (TSDS PEIMS) in collaboration with the campus / district PEIMS personnel
- To collaborate with district leadership to determine campus-based supports and services available to military-connected students based on their unique needs, including their high mobility
- To assist in the coordination of campus-based programs relevant to military-connected students
- To assist military connected families in transition with school information
- To report to the principals or his/her designees, any transitional issues for the military parent or child
- To communicate with principals, teachers, students, and parents
- To assist in monitoring the academic success of military students
- To interact with children on campus
- To interact with military parents
- To keep the district leadership aware of the needs of military families
- To be the advocate for the district and / or campus to the military community
- To advocate and provide program information and support to military connected families with children of disabilities
- To attend and seek professional development opportunities related to the transition of military-connected students and their families
- To provide training opportunities for campus staff as it relates to military-connected students and families regarding academic, social, and emotional supports.