

TITLE: Title I Community Liaison (FLSA: Exempt)

Performance Responsibilities:

Design and Evaluation-Assumes responsibilities for the design and evaluation of designated program services

- Review policies, procedures, and practices used in the programs and services and initiate changes which will better meet the needs of the community, parents, and students.
- Provide technical assistance to district staff to achieve a broader understanding of the student community.
- Produce and disseminate materials and information pertaining to the school program to its various publics.
- Demonstrate organizational and marketing skills.

Leadership- Assumes leadership in assistance and support

- Keep informed of current research and information as related to the program(s).
- Collaborate with a School Based Team (administration, teachers, related service staff, parents and other community members).
- Coordinate/maintain a productive daily schedule for the purpose of completing reports, instructional activities, and other duties.
- Participate in and function as a positive team member for the purpose of enhancing/sharing knowledge and skills for delivering best practices.
- Demonstrate skills and knowledge of methods and procedures for effectively involving home, school, and community in meeting the educational needs of children and youth.

Management-Initiates practices designed to maintain an adequate learning environment.

- Coordinate all aspects of program(s) with supervisor.
- Assist in orientation and training parents and school staff.
- Perform other job related activities assigned by the appropriate supervisor or designee.
- Establish a community center within the school to be utilized by the parents, students, and community.
- Demonstrate ability to communicate effectively both orally and in writing to meet the communications diversity of the community and district staff members, and the public at large.

Student Services- Initiates practices designed to promote the success and well-being of students

- Exhibit sensitivity, empathy, and understanding when dealing with students.
- Establish student mentor programs with community and business volunteers.
- Assist in the recruitment and training of volunteers and adopters.
- Work with appropriate community agencies to alleviate problems adversely affecting student attendance and learning.
- Expose students to and inform parents of community activities, i. e., cultural events, the arts, etc.

School-Community Relations-Initiates practices designed to provide effective school/community relations

- Conduct home visits to assist students and parents in identifying and providing needed services.
- Inform parents and students through a variety of forums including face-to-face and community meetings, and school tours.
- Formulate a plan to increase parent involvement at specified Title I schools.
- Coordinate a series of parent education activities and programs in an attempt to have an understanding of children and adolescents.
- Assist in the procurement, recruitment, and dissemination of community resources for use by district personnel, parent groups and families; i.e. local businesses, corporations, and organizations.
- Serve as a resource for school-related organizations, including Parent Teacher Association, Community Advisory Committee, Title I District Parent Advisory Committee, Positive Parents, etc.
- Demonstrate knowledge of business and community guidelines.

Professional Development-Plans for professional self-development

- Use evaluation to grow professionally.
- Participate in activities that will facilitate professional growth and development.
- Make use of recommendations for improvement.

Minimum Qualifications

- United States citizen or authorized alien
- Louisiana teaching certificate in elementary education
- Master's Degree
- Five (5) years teaching experience
- Outstanding human relations and communication skills

Terms of Employment: 9 ½ Months

Reports to: Director of Federal Programs

Supervises: None

Salary in accordance with current salary schedule.

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certificated Personnel.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Employee Identification Number: _____

(MUNIS ID #)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluator has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original-Human Resources Department

Copy-Supervisor

Copy-Employee