

# Lebanon Community Schools

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## POSITION DESCRIPTION

TITLE: COMMUNITY LIAISON (WELCOME CENTER)

TYPE: Classified

REPORTS TO: Designated Administrator

### POSITION SUMMARY:

The primary purpose of this position is to coordinate services in the District's Welcome Center. Emphasis will be on enrolling students new to the district and connecting families to resources as needed.

### MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Demonstrated basic skills through a local academic assessment.
4. Valid Oregon Driver's License and evidence of insurability.

### ESSENTIAL FUNCTIONS:

1. Acts as a liaison between the District Welcome Center and community partners.
2. Assists families new to the district in enrolling their students in district schools.
3. Identifies special programs and services for students new to the district.
4. Facilitates a smooth transition into school for students new to the district.
5. Coordinates the McKinney-Vento Children and Youth program throughout the district.
6. Coordinates services to families and students in need throughout the district
7. Maintains records of pertinent Welcome Center related information.
8. Coordinates the duties and schedules of Welcome Center volunteers.
9. Researches and cultivates relationships with individual and corporate donors and community agencies for the solicitation of in-kind goods.
10. Communicates with potential donors regarding items to be donated as well as delivery of said items.
11. Monitors the donation room(s) to ensure organization and cleanliness.
12. Responds to inquiries, phone calls, and e-mail in a timely and responsive manner.
12. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
13. Frequent and prolonged talking/hearing conversations.

**OTHER REQUIREMENTS:**

1. Ability to establish and maintain effective working relationships with staff and the school community.
2. Ability to speak clearly and concisely both in oral and written communication.
3. Ability to apply basic computer programs (Excel, Microsoft Word, PowerPoint, etc.) to enhance job performance.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 260 paid days, subject to change.  
Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date

**PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS**

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day)      O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day)      C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing		X			
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling (using 2-person lift) Maximum weight: _____ 25 lbs. _____		X			
*Lifting/Carrying (using 2-person lift) Maximum weight: _____ 25 lbs. _____		X			

\* Identify items typically moved:     Clothes, supplies, files