



Job Description
Prepared/Revised: November 2022

Job Title:	Extended Learning Community Liaison	Job Code:	120532
Job Family:	BASE and After School Programs	FLSA Status:	Non-Exempt
Pay Program:	Classified	Pay Range:	G10
Typical Work Year:	10 months		

NOTE: This is a temporary, grant funded position and is funded through July 2024. Schedule will be determined based on business needs but ability to work some nights and weekends is required.

SUMMARY: This position facilitates communication with and provides community navigation for students and their families to better meet the social and academic needs of participants in district Out-of-School Time (OST) programs. Responsible for providing comprehensive needs assessments, planning, advocacy, and follow-up for the Office of Extended Learning students and families in order to remove barriers that impede students’ academic and social-emotional success; this includes coordinating and communicating with various district departments, school staff, parents/guardians, and community agencies. Fluency in Spanish and English is required. Provide transportation to and from programs/locations when necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary by location.*

Job Tasks	Frequency	% of Time
1. Providing comprehensive needs assessments, planning, advocacy, and community resource navigation for Extended Learning students and families. Fostering personal connection and relationships with students and families in order to provide effective services and follow-up. Develop and mentor relationships with students, parents, district personnel, and the community by facilitating and organizing activities such as monthly Family Nights and year-end student showcases. Facilitate culturally relevant activities that may occur after school hours. Attend and participate in Parent Advisory committee meetings and related events to ensure parents understand and have access to full participation in their child’s education. Support the implementation of new, and expand upon, current monthly family events.	D	30%
2. Support welcoming, inclusive, and culturally responsive environments. Publish quarterly newsletter highlighting programmatic offerings and manage calendar of events. Visit programs as necessary. Be knowledgeable of and able to support implementation strategies reflective of Best Practice as related to engaging all families. Provide regular communication and outreach to students and families regarding grant appropriate programming and collaborate, develop, and facilitate grant relevant activities that take place after school or during evening hours.	D/W	25%
3. Support in the identification and enrollment of new students according to established protocols. Coordinating and communicating with school district departments, school staff, and community organizations in order to effectively match student and family needs to appropriate services. Attending meetings with and on behalf of students and families both at school and in the community. Participating in outreach events and providing training to district and school staff about the unique needs of students and families participating in district extended learning programs. May conduct home visits as needed.	M	20%
4. Collaborating with outside community organizations to increase access to opportunities for academic and social success. Seeking out and facilitating opportunities for youth and families to access local programming opportunities that support mental and emotional wellness, including summer programming, adult education, service learning, and recreation.	M	10%
5. Assemble and lead the Extended Learning Parent Advisory Council to gather and collect feedback data, give voice to the parents/guardians of students participating in OST programs, and to inform continuous improvement efforts as it relates specifically for parent engagement.	M	10%
6. Perform other job related duties as assigned	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Bachelors preferred
- Minimum of two (2) years of experience required in community outreach, education, social work, psychology, or a related field.
- Spoken and written fluency in Spanish as well as English required.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Current driver's license required.
- Copy of MVR Report
- Must be meet district's insurance requirements to drive a district vehicle within 90 days of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Ability to work collaboratively with various different employees and departments to ensure families and students have access to the very best OST programs.
- Training skills.
- Ability to engage with a large population of diverse and high-needs students.
- Basic knowledge of age-appropriate developmental and enrichment activities, focused on positive youth development, for school-age children and ability to implement such activities successfully.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Extended Learning Manager	05021G

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds	X			
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	