

STUDENT LIAISON

Classification: Instructional – Non-School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position is responsible for providing support for students and families in a school community, and serving as a liaison between the students, families, and the school to increase student academic and social achievement.

Part II: Supervision and Controls over the Work:

Works under the supervision of a district office administrator(s) or school administrator. Work is controlled and/or guided by school and district policies and procedures, and directions and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Collaborates with school staff to identify students in need of additional support. Collaborates with families and staff to meet student and family assessed needs.
2. Monitors student progress and coordinates individual student improvement plans with teachers, counselors, school social workers, and administrators.
3. Provides information and support to students and families to assist them in meeting short and long-term goals. Conducts home visits as required.
4. Refers students and families to appropriate community or school resources as needed.
5. Provides check ins/brief meetings with students to monitor progress, provide support and build positive relationships.

6. Conducts educational and/or social/emotional support groups for students and families. Conducts educational and/or social/emotional workshops and study trips for students and families to promote long-term academic and social achievement.
7. Develops and maintains trusting relationships between the district/school and parents/students.
8. Attends meetings at various school and community locations, traveling within the district and larger metropolitan community using own private transportation.
9. Establishes and maintains confidential records of interactions with students and families. Maintains on-going program evaluation to determine effectiveness of the program and make needed adjustments.
10. Demonstrates a commitment to the North Clackamas School District's Equity Stance by developing a thorough knowledge and application of the district Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community.
11. Participates in training and professional development related to position.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Possess a bachelor's degree.
- Possess two years of experience working with K-12 students in academic, vocational, or social programs. Additional experience may be substituted for the educational requirement.
- Ability to communicate effectively with parents, school staff, administration staff, and public.
- Ability to facilitate discussion across cultures for the purpose of understanding and resolving student, family, and school issues.
- Demonstrated knowledge of the structure, function and culture of school.
- Demonstrated ability to maintain confidences and understands student information privacy rights.

- Possess a valid driver license and safe driving record.

Part V: Desired Qualifications:

- Bilingual skills in a language common to the school district.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here 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.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control and decorum and professionalism.
- May be required to transport students and/or parents in personal vehicle subject to all policies and procedures of the district.