

Rogue River School District #35 – Job Description

JOB TITLE/ASSIGNMENT

EMPLOYER: Rogue River School District No. 35

Board Approved: April 16, 2024

JOB TITLE: Student Support Liaison

FLSA STATUS: Non-Exempt

REPORTS TO: Principal/Supervisor

OVERVIEW OF THE POSITION

The Student Support Liaison will work directly with students, staff and parents to mediate disputes, resolve behavior problems and recommend discipline according to school guidelines. This position works under the general supervision of the site administrator, enforcing school regulations and district policy. This position is needed to help maintain an orderly and safe campus

RESPONSIBILITIES/DUTIES

1. ESSENTIAL FUNCTIONS:

- a. Maintains and keeps a safe school environment for both students and staff.
- b. Intervention in both physical and verbal student confrontations.
- c. Discourages non-students from trespassing.
- d. Weapon retention and confiscation under direction of administration.
- e. Assists in medical emergencies on campus.
- f. Works closely with law enforcement on drug, alcohol and gang activity involving the schools.
- g. Assists with tracking students who have chronic absences.
- h. Assists students to get to class promptly; patrols campus and controls student conduct in halls and other areas of the school.
- i. Checks and verifies addresses of students for district residency requirements.
- j. Responsible to enforce, support and implement the discipline policies.
- k. Maintains satisfactory attendance and punctuality.
- l. Ability to work cooperatively with staff, students and the public.
- m. Strong work ethic.
- n. Complies with local, district, state, and federal laws, policies, and procedures.
- o. Good communication, organization and computer skills.

2. GENERAL RESPONSIBILITIES

- a. Report writing (incidents that occur on campus).
- b. Assists in student and locker searches as directed by school administration.
- c. Assists in the supervision of athletic events, school dances and other school activities.
- d. Maintains a good relationship with students and the public in general.
- e. Works with students on locker assignments and student/staff parking assignments when applicable.
- f. Attends all staff meetings and other meetings pertaining to student discipline.

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- g. On call resource for support in any incident, emergency, situation or other need as determined by the supervisor.
- h. Develops and maintains positive, appropriate professional relationships with students and recognizes necessary boundaries in interacting with students.
- i. Models personal behaviors of honesty, fairness, courtesy, consideration and good citizenship.
- j. Uses computer technology for specified program tasks and for use with students as needed for instruction or communication.

3. OTHER DUTIES

- a. The Student Support Liaison must maintain and protect the confidentiality of students and families in accordance with FERPA and protect the rights of students to due process, dignity, privacy, and respect.
- b. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

EDUCATIONAL/VOCATIONAL PREPARATION

High school or GED certificate.

PHYSICAL DEMANDS

ENDURANCE-OVERALL STRENGTH: Medium Work

Exerts force and/or lifts or carries objects weighing 20 to 50 pounds occasionally, 10 to 25 pounds frequently, and/or greater than negligible amounts up to 10 pounds constantly.

STANDING: Constantly (2/3 or more of the time)

Remain on feet in an upright position at a workstation or moving about from station to station.

WALKING: Constantly (2/3 or more of the time)

Move about on foot.

SITTING: Constantly- (2/3 or more of the time)

Remain in a seated position.

LIFTING/CARRYING: Frequently (up to 2/3 of the time)

Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

PUSHING/PULLING: Periodic - Does not occur on every shift

Push by exerting force on an object so that it moves away from the force or worker and/or pull by exerting force on an object so that it moves toward the force or worker.

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BENDING/STOOPING: Occasionally (up to 1/2 of the time)

Stoop by bending the body downward or forward by flexing the spine at the waist, and/ or bend by extending the spine backward or from side to side.

REACHING: Frequently (1/3 to 2/3 of the time)

Extend the hands and arms in any direction.

HANDLING: Constantly (2/3 or more of the time)

Seize, hold, grasp, turn, or otherwise work with the hand or hands.

ROTATION: Constantly (2/3 or more of the time)

Twist and turn the spine or a ball and socket joint such as the shoulder or hip.

TALKING: Constantly (2/3 or more of the time)

Express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and convey detailed spoken instructions to other workers accurately, loudly, or quickly.

HEARING: Constantly (2/3 or more of the time)

Perceive the nature of sounds by the ear.

SEEING: Constantly (2/3 or more of the time)

Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

SPECIALIZED DEMANDS

DRIVING: Periodic - Does not occur on every shift

A current, valid, and properly classed driver's license is required; driving record must, for a period of three years immediately preceding employment or any date during employment thereafter, be free of any violation for: 1) reckless driving, 2) hit and run, 3) driving under the influence of alcohol or drugs, or 4) more than one moving violation of any other type. Operate motor vehicle, as in a car, van, or truck in the course of one's employment.

VIDEO DISPLAY TERMINALS: Constantly

Read or obtain information from a monochrome or color video display terminal (computer monitors, cash register terminals, gauges, etc.).

KEYBOARDS: Constantly

Enter data on keyboards (computer, ten key, or customized key pads). Keyboards may include keys that have an identical image to the key punched (as in ordinary alpha/numeric personal computer keyboards), or may utilize various symbols to relate or describe items entered.

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ENVIRONMENTAL CONDITIONS

LOCATION: Inside

Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.

NOISE/VIBRATION: Constantly (2/3 or more of the time)

Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.

LEARNING DEVELOPMENT DEMANDS

REASONING: Intermediate

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

MATHEMATICAL: Basic

Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform arithmetic operations involving monetary units.

READING: General

Read a variety of materials such as novels, magazines, atlases, encyclopedias, safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

WRITING: Intermediate

Prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

SPEAKING: General

Speak before groups with poise, voice control, and confidence, using correct English and well-modulated voice.

TEMPERAMENT REQUIREMENTS

REPETITION

Perform a few routine and uninvolved tasks repeatedly according to set procedures, sequence, or pace with little opportunity for diversion or interruption. Interaction with people is included when it is routine, continual, or prescribed.

VARIATION

Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures,

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working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

PRECISION

Adhere to and achieve exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; preparing exact verbal and numerical records; and comply with precise instruments and specifications for materials, methods, procedures, and techniques to attain specified standards.

RELATIONSHIP REQUIREMENTS

PEOPLE: Serving

Attend to the needs or requests of people or the expressed or implicit wishes of people; immediate response is involved. Must be able to establish and maintain harmonious working relationships with fellow employees and the public.

OTHER REQUIREMENTS

THINGS (EQUIPMENT/MACHINERY): Operating-Controlling

Start, stop, control, and adjust the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing gauges, dials, etc., and other devices to regulate factors such as pressure, flow, and speed.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s). The Rogue River School District #35 will provide reasonable accommodations upon request and as required in accordance with the Americans with Disabilities Act of 1990.

SIGNATURE	DATE
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