



**St. Helens School District**  
**St. Helens, OR**  
Job Description

## **Culture & Community Liaison**

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**Reports To:** Building Administrator

**FLSA Status:** Non-Exempt

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### **JOB SUMMARY**

Work with all stakeholders to create a cohesive community of learners that celebrates our differences and binds our students, staff and families into a strong and supportive crew.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Family Liaison to develop Columbia City as the hub of our community through event coordination, social media presence, outreach, community service.
  2. Strengthen and maintain systems that develop community with students, staff and families.
  3. Coordinate All-School Crew program.
  4. Work with staff to coordinate service-learning opportunities.
  5. Work with students to become ambassadors for visiting guests.
  6. Coordinate with leadership and staff to create community learning shares.
  7. Develop a strong knowledge of the community and resources available.
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### **SUPERVISORY RESPONSIBILITIES**

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### **QUALIFICATIONS**

*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.*

1. Associate's degree (A.A.) or equivalent from two-year college or technical school, or two years' related experience or training, or an equivalent combination of education and experience, or pass a proficiency test in a reasonable timeframe outlined with the Human Resources Department. Must meet current. Every Student Succeeds Act (ESSA) requirements. Prior successful experience working in a school setting or with young children strongly preferred.
2. Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated

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ability to successfully work with staff and students. Dedicated to ensuring equity for all regardless of socioeconomic status, ethnicity, or educational background.

3. Ability to effectively communicate in English, both verbally and in writing. Ability to present information and respond effectively to questions in one-on-one and small group situations with students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
4. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
5. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form.
6. Communication Skills: Ability to communicate well with staff, families and students.
7. General knowledge of computer usage and ability to use, e-mail, internet and word processing software.
8. Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with interruptions. Ability to be creative, organized and flexible.
  - a. Deep knowledge of social and emotional learning including the ability to advise leadership on systems and practices that encourage a calm and welcoming environment.
  - b. Work with leadership to incorporate Social Emotional Learning strategies into Professional Development.
  - c. Ability to develop strong knowledge of the community and resources available.
9. Certification as determined by the District. Ability to obtain a valid CPR/First Aid card, Oregon Driver License, and complete required District training.

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**PHYSICAL DEMANDS**

*The physical demands 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 regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

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**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually low to moderate, but occasionally high. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employees may be exposed to blood borne pathogens.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 2023

I have read and understand this job description.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_