

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: Community Resource Liaison

QUALIFICATIONS:

1. Excellent organizational skills, displays good time management, and flexibility.
2. Ability to communicate effectively with others.
3. Self motivated, persistent and goal oriented.
4. Connect and engage with a wide variety of people.
5. Ability to work with various computer and bookkeeping systems.
6. Ability to work both independently and as a member of a team.
7. Pass a background check that is satisfactory to the Board of Education.
8. Possess a valid driver's license and ability to drive school vehicles for deliveries.
9. Bachelor's degree or comparable training / experience preferred. Sub certification required.

REPORTS TO: Executive Director of Student Services

JOB GOAL: Encouraging success in children and families by bridging the resource gap with Ozark partnerships. Provide Ozark School District with collaborative resources in various capacities as needed.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate effectively with local and regional resources.
2. Collaborate effectively with community agencies, counselors, social workers, and other school personnel to program successfully for at-risk students.
3. Provide leadership for established foundations, including Ozark Cares Network, Care to Learn, Operation Half-Pint. and Plan meetings, events and any fundraising efforts for each group as needed.
4. Prepare financial statements and ability to report to various stakeholders.
5. Oversee all aspects of the Care to Learn backpack program, including food ordering, packing, and distribution.
6. Assist with other duties and special projects as determined by the Superintendent.

PHYSICAL DEMANDS: Requires the ability to be mobile with the school district as well as to and from and within outside locations. Ability to lift 50 pounds, as well as bend, twist, and turn with the weight.

TERMS OF EMPLOYMENT: 260 days

TYPE OF POSITION: Non-Exempt

EVALUATION: Executive Director of Student Services

APPROVED BY SCHOOL BOARD: October 24, 2024