



JOB DESCRIPTION

Job Title	School and Community Liaison
Department	Student Services
Reports To	Director of Student Services
Classification	Non-Affiliated
Location	District
Salary	On Schedule
Length of Contract	199 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The School and Community Liaison collaborates with the Student Services team to provide direct support to children and families, assist individuals or small groups, and serve as a bridge between families, the school, and the wider community.

Essential Job Functions

- Promotes cultural bridges between the school district schools, students, and parents.
- Develops appropriate informational programs and materials for students and parents.
- Educates community on the nature of American education and family responsibilities and rights.
- Promotes parental involvement in school and student extracurricular activities.
- Serves as an advocate for parents and students.
- Assists with planning educational workshops to promote higher education for middle and high school students.
- Meets with parents and teachers to provide interpretation.
- Assists teachers in obtaining information relevant for evaluation and assessment of students' academic skills.
- Assists students in creating academic and social emotional support plans to help them be successful in school.

Ancillary Job Functions

- Serves as a member of IEP team when requested.
- Attends community events as directed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Possession of minimum of associate degree or 48 credits from an accredited higher education institution.

- Experience working in K-12 Education.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Knowledge of various cultures.
- Bilingual.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Awareness of community resources.
- Ability to cooperate with other school personnel in meeting overall school goals.
- Ability to work a flexible schedule and attend a variety of community events.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

Physical Requirements – The physical demands 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 essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk, hear, and drive.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.