

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Lead Student Liaison

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Education and/or Experience:

Any combination equivalent to: graduation from high school and three year's experience working with youth in an organized setting including at least two year's in a student safety capacity.

License and other Requirements:

Valid California Driver's License and proof of insurance coverage.

Condition of Employment:

Insurability by the District liability insurance carrier.

### **SUMMARY**

Under the direction of the high school vice principal is responsible for assisting in all phases of student/staff/ school relationships so the students may have a happy successful satisfying learning experience.

### **SPECIFIC RESPONSIBILITIES**

1. Trains other student liaisons in their related duties.
2. Keeps the principal and assistant principals informed in the areas requiring additional security.
3. Coordinate duties of student liaisons which may include: areas of security; after school detention; assisting the attendance secretary in clearing absences; lunch and break schedules; cafeteria supervision; relieving the in-house suspension teacher for breaks and lunch; setting of scheduled bells; and securing parking lot gates.
4. Develop specific criteria to identify students needing services.
5. Help develop and individualize prescription for each youngster's problem in cooperation with the vice principal.
6. When needed, work closely with the family in seeking resources necessary to correct the youth's problems which contribute to his/her behavior.
7. Provide appropriate individual counseling to each identified student in cooperation with the counseling staff.
8. Patrol campus and surrounding area.
9. Make home calls for parent conferences.
10. Supervise loading and unloading of buses.
11. Provide vice principal written reports as needs.
12. Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Should possess personal characteristics generally recognized as essential for public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment and ability to work cooperatively with others. Must be able to establish and maintain rapport with families of students and gain student's confidence. Physical and mental capabilities necessary to assume responsibilities involved

in working with teachers, students and parents, enthusiasm for and interest in the educational program, potential for growth, personal appearance, grooming and language patterns as satisfactory example for students.

Knowledge of:

- Basic concepts and principles and child development and typical child behavior characteristics
- Operating structure, principles, goals and objectives of the educational process
- Appropriate human relations and student needs.

Ability to:

- Demonstrate a patient, receptive and empathetic attitude toward children;
- Communicate satisfactorily in oral and written form;
- Establish and maintain cooperative working relations with students and adults;
- Relate effectively with parents and community;
- Carry out assigned work with a minimum amount of supervision; and
- Prepare and maintain records and reports.