CLASS TITLE: **S3 SAFETY GRANT LIAISON**

DEFINITION: Under the supervision of the school administrator, is responsible for supporting the S3 Coordinator with grant services assisting with coordinating all aspects of the S3 safety grant, supporting safety and security guidelines, and assisting with student conflict resolutions.

EXAMPLES OF DUTIES:

- Assists S3 coordinator with site implementation of the S3 Safety grant.
- Under the direction of S3 coordinator, communicates with faculty, students, parents and community agencies regarding grant implementation.
- Assist S3 coordinator in implementation of school safety policies and procedures.
- Assists S3 coordinator in monitoring students' grades, attendance, and disciplinary records.
- Acts as a community liaison between community members, businesses, colleges, and/or institutions of higher learning to recruit volunteers and mentors to increase student achievement and success.
- Supervise and provide assistance for students in education or recreational situations.
- Assist in completing reports to outside agencies.
- Assists in series of focus groups and meetings to increase communications among students, parents, faculty, staff, community members, and local agencies.
- Attends job related meetings, conferences, and activities as assigned by the school administration.
- Assists in maintaining data on all services, activities and reports as required by S3 Grant.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school; an Associate of Arts degree preferred. Two years of equivalent experience in a field in public service related to community development and support of diverse communities

Knowledge of:

- Computer hardware, software, and networking
- Social, personal, physical, and mental adolescent development
- Strategies to work with diverse backgrounds
- School district operations and procedures
- Spanish language may be required

Skill in:

- Clerical duties including but not limited to filing, copying, record keeping, and preparation of reports
- Operating a variety of office equipment including but not limited; to computers, fax machines, and telephones
- Dealing with emergency situations
- Coordinating schedules and meeting timelines

- Completing reports accurately and in forms required in a timely manner
- Communicating effectively both orally and in writing
- Establishing and maintaining effective working relationships with others

Ability to:

- Use software applications but not limited to Micro Soft Word, Excel, and school district software
- Engage adults and students with cultural competence
- Exercise good judgment, integrity, and support leadership
- Learn work principles, methods, and techniques

Licenses and Certificates:

- A valid CPR/First Aid certification
- A valid CA driver's license

Physical Requirements:

- Lift, push, carry, or drag up to 25 pounds
- Reach, bend, twist, kneel, or stretch to perform task(s)
- Assemble, grasp, place or move objects
- See, hear, and speak to exchange information and read documents
- Sit and stand for extended periods of time
- Dexterity of hands and fingers to operate a keyboard and manipulate paper

CSEA Range 506

Adopted and Approved by the Mt. Diablo Unified School District Board of Education:

June 4, 2012