SCHOOL/COMMUNITY LIAISON

Purpose Statement

The job of School/Community Liaison was established for the purpose/s of providing support to the instructional program with specific responsibilities for providing information on programs/services available to students and families as well as school and/or district activities and procedures; referring families to other agencies; and fostering an ongoing partnership between the home and school.

Essential Functions

• Assists students, staff, teachers, parents and community members (e.g. applications for services, transporting parents/students, interpreting technical information, etc.) for the purpose of providing and/or conveying information and other services required by parents or teachers.

• Communicates with parents on behalf of school (e.g. attendance and homework issues, available programs/services, completing paperwork, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed.

• Conducts parent meetings as assigned for the purpose of gaining information and/or discussing needs and problems involving students and their families.

• Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluating student progress and/or implementing student objectives.

• Coordinates home visits and parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.

• Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. activity logs, phone logs, community resources, etc.) for the purpose of documenting activities, providing up-to-date reference and audit trail and/or ensuring the availability of items.

• Organizes a variety of activities (e.g. Care Club, parent meetings, conferences, patriotism activities, etc.) for the purpose of providing support to the school and parents, showcasing students’ talents and abilities, and celebrating the diversity of the community.

• Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

• Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.

• Prepares a variety of documents, reports and written materials (e.g. registrations, homeless lists, activity logs, phone logs, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.

• Refers students and their families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.) for the purpose of ensuring the need of students and families are met.

• Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required.

• Visits families and students in their homes as required for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.
Other Functions

* Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; utilizing standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: community resources and principles of a community services program; concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience is required.

Education

Targeted job related education that meets organization’s prerequisite requirements.

Equivalency

One year experience working in community service programs or a related field.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam

Certificates & Licenses

Valid Driver’s License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

Continuing Educ. / Training

None Specified

FLSA Status

Non Exempt

Approval Date

1/21/2009

Salary Grade

Clas 29