

SCHOOL/HOME/COMMUNITY LIAISON

Class Code: 8353

TITLE:	School/Home/Community Liaison Grade 13
REPORTS TO:	Principal/Director
SUPERVISES:	N/A
JOB FUNCTION:	Provide specialized services for the assigned school involving the school in relation to parents and/or the community at large.

DUTIES AND RESPONSIBILITIES:

- Provide specialized services for an assigned program involving the school in relation to the community and parents.
- Establish and maintain working relationships with clientele.
- Recruit and train volunteers as necessary to work in the program.
- Participate as a team member for specific student problems; assist in resolving issues with purposeful interaction with parents and other family members as necessary.
- Develop and distribute program material and literature to inform the community and parents of assigned program.
- Monitor and evaluate program effectiveness; follow-up on specific cases as necessary.
- Coordinate meetings and special gatherings in support of assigned program.
- Serve as a liaison between students, support groups, parents and others to assist in resolving student problems.
- Plan, organize and implement a community program for the assigned school.
- Maintain records and prepare reports.
- Perform other duties as assigned.
- Maintain regular attendance.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Liaison services between the student and the parents or between the school and the community.
- Specific school/program to which assigned.
- Record-keeping techniques.
- Operation of a computer terminal and data entry techniques.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

ABILITY TO:

- Coordinate assigned activities to resolve student issues or develop community programs.
- Travel to student homes and interact with parents.
- Assist with responsible duties for assigned school.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Operate a computer terminal.
Prioritize and schedule work.
- Learn, apply and explain policies, procedures, rules and regulations.
- Maintain current knowledge of program rules, regulations, requirements and restrictions. Determine appropriate action within clearly defined guidelines. Work independently with little direction.
- Meet schedules and time lines.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds

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EDUCATION AND EXPERIENCE:

- High School Diploma or a GED Certificate.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky driver's license.

Original Date: 01/1999

Revision Date: 05/2002

Revision Date: 07/2011

Revision Date: 07/2012