

**PROGRAM COMMUNITY LIAISON**

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- TITLE:** Program/Project Community Liaison
- REPORTS TO:** Principal or Program Director
- SUPERVISES:** N/A
- JOB FUNCTION:** The Community Liaison will be responsible for supporting the District Wide Plan as described in mission statement for the program. The main goal is to plan, develop, implement and direct highly visible and proactive community involvement programs and activities in order to ensure community awareness of district proposals and programs and to provide the community with an opportunity for input.

**DUTIES AND RESPONSIBILITIES:**

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- Supports the implementation of the District's plan for community involvement and public engagement and provide annual reviews and updates.
- Identify community-based resources that could be used to facilitate coordination appropriate topics with public school staff by surveying predetermined elementary, middle and high schools to determine strengths and weaknesses of specific curriculum and experiences throughout the district.
- Identify community-based resources that could be used to facilitate coordination of specific topics with public school staff by having the liaison review community organizations and open discussion with them about ongoing partnering opportunities.
- Identify community-based resources that could be used to facilitate coordination of specific topics with public school staff by making use of television, newspapers, radio, transportation services, libraries, faith-based organizations, community service organizations, universities, etc., to run an extensive Public Relations campaign to make the entire school district aware of the need for support as well as the current programs available in our district.
- Develop a directory of methods (strategies, activities, programs) for partnerships with shared stakeholders throughout the district.
- Supports the creation or development of a timeline of events for the school year that gives information about community programs that can coincide with events which are scheduled annually.
- Develop and implement workshops, seminars and forums which address timely topics. Provide education related to school curriculum to students, parents and other community partners.
- Research and write related grants to support the program.

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**DUTIES AND OTHER RESPONSIBILITIES (CONT.):**

- Perform other duties as assigned.
- Maintain regular attendance.

**KNOWLEDGE AND ABILITIES:**

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**KNOWLEDGE OF:**

- Principles and procedures associated with specific program.
- Knowledgeable or able to locate information on grant opportunities through local, state and federal departments.
- Modern management methods and techniques.
- District department-school site relations.
- Encourage involvement in the educational process.
- Preference to individuals with experience in writing and obtaining grants.
- Preference to individuals who understand and have specific experience with these types of programs.

**ABILITY TO:**

- Communicate with others and build positive, trusting and effective interpersonal relationships.
- Make recommendations and decisions and be responsible for those decisions.
- Perceive organizational implications of recommendations made by senior management staff.
- Communicate effectively both orally and writing.
- Research and write grants to support the program

**PHYSICAL DEMANDS:**

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- 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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## PROGRAM COMMUNITY LIAISON

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### EDUCATION AND EXPERIENCE:

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- Bachelor's degree
- Related experience (preferred)

### LICENSES AND OTHER REQUIREMENTS:

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- N/A

*Original Date: 02/2012*

*Revision Date: 07/2012*