

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

COMMUNITY LIAISON

QUALIFICATIONS

- Bachelor's degree required.
- Major in education or a related field preferred.
- Experience working in high poverty, multi-cultural community.
- Instructional technology knowledge and teaching experience preferred.
- Must be able to work flexible hours (includes evenings and some weekends).

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of community resources and available support systems for families.
- Knowledge of current trends and best practices in afterschool/summer programming, applicable laws, rules, policies and procedures.
- Skill in human interaction organization and time management.
- Excellent organizational skills and ability to maintain required documentation and records.
- Effective skills in oral and written communication.

SUPERVISION

REPORTS TO Title I/Special Projects Coordinator, Instructional Support
SUPERVISES Assigned Personnel

POSITION GOAL

To effectively engage and build capacity among families and community members to support student achievement through the district's 21st Century Community Learning Center programs.

PERFORMANCE RESPONSIBILITIES

1. *Strive to build relationships between the program, school(s) and the community.
2. *Involve families in the educational program to promote a continuing home/school partnership.
3. *Plan and implement academically focused activities with adult family members of students attending 21st Century Community Learning Center (21st CCLC) sites that build these individuals' capacity to work with their children at home, which may include adult literacy and job skill training.
4. *Conduct regular Advisory Board meetings by 21st CCLC program site with parents, community members, and students.
5. *Network with community agencies to secure support and assistance.
6. *Meet with 21st CCLC staff members on a regular basis to share information, problem solve, strategize and modify program plans as needed to insure an effective, orderly, safe and well managed 21st CCLC.
7. *Ensure all activities are culturally competent, sensitive to cultural diversities, relevant, and enriching.
8. *Interact with adult family members and school staff in a professional manner that promotes positive communication.
9. *Coordinate activities and ongoing progress monitoring of the 21st CCLC adult family member and family engagement plans.
10. *Provide appropriate trainings to 21st CCLC site program staff on effective family communication strategies.
11. *Work with parents, teachers, and community members to facilitate partnerships that support student achievement.
12. *Maintain appropriate documentation of services, to include daily logs of visitations with adult family members and community/business partners.

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13. *Participate in scheduled professional development, meetings, conferences, and other events related to grant programming as requested.
14. *Document efforts of planning (i.e. personal calendars, meeting minutes, agendas, memos, program schedules, student rosters) and maintain them for future audits.
15. *Maintain appropriate program and audit records as required by grant and supervisor.
16. *Ensure that participant information and program evaluation measurements are accurately documented and completed in a timely fashion.
17. *Represent Seminole County Public Schools professionally in all school and public venues.
18. *Effectively communicate purpose and intent of the 21st CCLC program to site staff, volunteers, community members, students and families.
19. *Ensure that all communications with families and the community area accurate, clear, and informative.
20. *Use information from family and community events and surveys to modify programming when appropriate.
21. *Hold high expectations for self and program staff to meet all grant goals and guidelines and District procedures.
22. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-12-G \$52,937 - \$83,341

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function 6300
Job Code 12 mo 1488
Job Code 11 mo 1489
Survey Code 63012

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 7, 2015

ADA Information Provided by Jackie Evans
Position Description Prepared by Jackie Evans

AO-02-G \$45,344 - \$71,397

District Salary Schedule
Months 11
Annual Days 221
Weekly Hours 37.5
Annual Hours 1657.50