



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Community Liaison
CONTRACT YEAR:	Eleven Months (Variable Work Schedule)
PAY GRADE:	Level 1 – Program Assistant
BARGAINING UNIT:	Broward Teachers Union – Educational Support Professionals (ESP)

QUALIFICATIONS:

EDUCATION: Standard high school diploma, Special high school diploma or satisfactory completion of an approved General Educational Development (GED)

EXPERIENCE: Demonstrated work experience in organization activities and /or participation with community agencies

ADDITIONAL REQUIREMENTS: Knowledge of child care and schooling demonstrated through verified experience with community organizations and school agencies. Ability to communicate effectively with members of the community

Members of school’s community preferred.

REQUIRED: Computer skills as required for the position

PREFERRED: Bilingual skills preferred.

REPORTS TO: School Principal or District Administrator

SUPERVISES: None

POSITION GOAL: To use home-school relations including conflict mediation as the medium through which an individual student's response to and benefit from the school and its programs can be strengthened and improved.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Community Liaison shall:

1. assist in organizing, recruiting, and providing support to school organizations and committees that require parent involvement; provide and coordinate activities that will encourage parent involvement in the school.
2. attend and participate in staff meetings, individual supervisory sessions, workshops and training sessions as needed for program effectiveness and compliance.
3. consult and cooperate with the principal/ district administrator, assistant principals, school psychologists, guidance counselors, school social workers, and classroom teachers in providing support services to parents.
4. visit students' homes to explain school programs, to reinforce positive attitudes to parents and students toward school and to learn of any home problems that may have a bearing on student accomplishments in school; and to report such problems to appropriate school personnel (including school social workers).
5. present a positive image of the school to parents and the community.
6. become familiar with public and private agencies (health, welfare, police, etc.) in order to better service families in need.
7. assist in developing ways of involving parents in the affairs of the school and community.
8. discourage absenteeism by working in conjunction with the school social workers.
9. serve as a channel of communication for relaying the concerns, thoughts, and attitudes of parents and general public to the school.
10. keep complete, up-to-date, and accurate records and reports as required.
11. serve as a member of the school's committees as determined by the principal/district administrator.
12. participate in the daily activities of the school (through involvement with Parent-Teacher Organization [PTO]/Parent-Teacher Association [PTA] and the advisory committee).
13. keep abreast of providing information on, and see involvement of school personnel, parents, and students in the activities sponsored by community groups.

14. participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
15. review current developments, literature and technical sources of information related to job responsibility.
16. ensure adherence to good safety procedures.
17. follow federal and state laws, as well as School Board policies.
18. perform other duties as assigned by the principal/district administrator.

SIGNIFICANT CONTACTS - frequency, contact, purpose, and desired end result:

On an ongoing basis, works with the principal/district administrator, assistant principals, school psychologists, guidance counselors, school social workers, and classroom teachers in providing support services to parents and students to reinforce academic success.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the district board.

FLSA OVERTIME CATEGORY:

Job is not exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy on evaluation of personnel.

Board Approved: 8/6/87 &

Adopted: 9/3/87

Revised: 9/1/88, 2/28/89, 1/18/94

Revised: 3/24/09