



JOB DESCRIPTION

Job Title	School and Community Liaison
Department	Teaching & Learning
Reports To	Director of Student Services
Classification	Certified
Location	District
Salary	On Schedule
Length of Contract	199 Days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The School and Community Liaison works within the Student Services team to direct service to children and families, work with individuals or small groups, and act as a liaison for families with school and community.

Essential Job Functions

- Promotes cultural bridges between the school district schools, students, and parents.
- Develops appropriate informational programs and materials for students and parents.
- Educates community on the nature of American education and family responsibilities and rights.
- Promotes parental involvement in school and student extracurricular activities.
- Serves as an advocate for parents and students.
- Assists with planning educational workshops to promote higher education for middle and high school students.
- Meets with parents and teachers to provide interpretation.
- Assists teachers in obtaining information relevant for evaluation and assessment of students' academic skills.
- Assists students in creating academic and social emotional support plans to help them be successful in school.

Ancillary Job Functions

- Serves as a member of IEP team when requested.
- Attends community events as directed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin certification as a school teacher, counselor, or social worker.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master’s degree in Education, Counseling, or Social Work.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of various cultures.
- Bilingual.
- Awareness of community resources.
- Ability to cooperate with other school personnel in meeting overall school goals.
- Ability to work a flexible schedule and attend a variety of community events.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal school environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk, hear, and drive.