

## MARION COUNTY JOB DESCRIPTION

Position Title: School/Home/Community Liaison	Class Code: 7342
Department: Central Office	
Reports To: Superintendent/Assistant Superintendent	
Approved By: Marion County Board of Education	Date November 2010

**SUMMARY:** Provide specialized services for a specific school or district program involving the school or district in relation to parents and/or the community at large.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Provide specialized services for an assigned program involving the school, district and students 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 a school or the District office.
- Maintain records and prepare reports.
- Perform related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCES:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and two years instructional experience including at least one year in the area of specialty.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Kentucky driver's license.

**OTHER SKILLS and ABILITIES:**

- Provide liaison services between the student and the parents or between the school and the community.
- Specific 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.
- Coordinate assigned activities to resolve student issues or develop community programs.
- Travel to student homes and interact with parents.
- Assist with responsible duties for a specific program.
- 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: The physical demands described here 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 the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*