CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

SCHOOL/COMMUNITY LIAISON

Class Code: 0142
Job Family: Para-Professional/Aides/Assistants
Classification: Support Staff
Terms of Employment: Pay Grade 50 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general supervision, performs a variety of duties related to student achievement by assisting in promoting student, parent/guardian, and community involvement in school activities, (i.e., family support activities and community outreach programs).

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Works with school staff in developing, coordinating, and implementing efforts to strengthen student/school/community partnerships and community outreach activities.
2. Acts as a liaison between school, parents/guardians, community groups, and other agencies and organizations to provide information on school programs and services and to gather or relay information on school-related matters.
3. Communicates school concerns to parents related to student truancy and attendance problems, behavior/attitude concerns, and health issues.
4. Coordinates and conducts parent/guardian and community involvement activities and services, (i.e., Parent Advisory Meetings, multicultural and social events, K-12 Mentoring Program, ParentLink Communication System, Parent/Community Center activities, etc.) with other agencies and organizations.
5. Seeks financial support from businesses, (i.e., donors, sponsorships, grant opportunities, etc.) for school projects and may be designated as the contact person by the school.
6. Gathers information on the effectiveness of school programs.
7. Promotes student and parent/guardian participation in school activities by ensuring dissemination and understanding of information on school or community flyers, staff memos, or other pertinent correspondence.
8. Schedules home visits as directed. (Home visits will only be done as directed by an administrator and when accompanied by another Clark County School District employee.)
9. Facilitates transportation for students and families to community resources for the receipt of social services.
10. Organizes, prepares materials, and conducts student and staff recognition activities.
11. May work variable hours to attend meetings, complete community assignments, etc., as directed.
12. Refers students and/or parents/guardians to community agencies.
13. Coordinates and/or attends meetings with other facilitators.
14. Provides assistance and facilitates the resolution of student concerns with school staff and community as directed.

DISTINGUISHING CHARACTERISTICS:
Involves tasks directly associated with assisting the licensed teacher/professional in establishing educational program goals; facilitating interaction between the school, students, parents/guardians, and the community; and providing clerical assistance.
KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of school and community programs, activities, and facilities.
2. Knowledge of educational programs and community resources.
4. Ability to develop rapport and gain cooperation of community.
5. Ability to learn and apply established procedures.
6. Ability to interpret and apply oral and written instructions.
7. Ability to work flexible hours or shifts as directed.
8. Ability to understand limits of authority.
9. Ability to work with a multi-cultural community and recognize the sensitive nature of the position in working with people with different cultural backgrounds and expectations.
10. Ability to interpret and explain District policies and procedures as they relate to position.
11. Ability to maintain confidentiality.
12. Ability to maintain accurate records.
13. Ability to meet predetermined deadlines.
14. Ability to plan and organize work assignments.
15. Ability to judge when to act independently and when to refer situations to an administrator.
16. Ability to work cooperatively with employees, students, parents/guardians, and the public.
17. Ability to recognize and report hazards and apply safe work methods.
18. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school, foreign equivalency, etc.).
2. Bachelor’s degree in business management, sociology, political science, education, or a related field and one (1) year experience or volunteer work with education and/or community programs, which involves parents/guardians, students, business, and/or community; or,
   Associates Degree in sociology, political science, education, or a related field and three (3) years experience or volunteer work with education and/or community programs, which involves parents/guardians, students, business, and/or community; or,
   Five (5) years experience or volunteer work with education and/or community programs, which involves parents/guardians, students, business, and/or community.

Licenses and Certificates:

Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.

Preferred Qualifications:

1. Verified typing score of 35 words per minute net.
2. Computer literate.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. College transcripts, if applicable.
3. Current Cardiopulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above.
4. Specific documented evidence of training and experience to satisfy qualifications.
EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District - school campuses (classrooms, corridors, restrooms, cafeterias/lunchrooms, playgrounds, multi-purpose rooms, conference/meeting rooms), student home visits, etc.

WORK ENVIRONMENT:
Strength: Light - Exert force to 10 lbs., occasionally; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions: Varies from a climate-controlled office setting to work outdoors in temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, fax machines, calculators, copy machines, telephones, etc.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.