



**Job Title:** Community Liaison

**Exemption Status/Test:** Exempt

**Reports to:** Executive Director of Student Services

**Date Revised:** April 1, 2019

**Dept. /School:** Student Services and School Choice

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**Primary Purpose:**

Under general supervision, provides coordination, consultation, guidance, and assistance to schools in working with parents and families to support their children with academic or behavioral concerns. Assists schools in addressing the needs of low-income and culturally and/or linguistically diverse students and families. Internal consultant on multicultural concerns providing staff support; coordinating committees and community groups focusing on diversity and multicultural matters. Formulates methods and procedures for effectively involving the home, school, and community in the achievement of influencing the progress and achievement of students through the use of District and community resources.

**Qualifications:**

**Education/Certification:**

Master's Degree

**Experience:**

At least five (5) years prior experience in a multicultural, multiethnic urban school/community environment  
Experience as a teacher leader, social worker or administrator on a public school campus or in a Central Office position  
Successful experience in the areas of community engagement and conflict resolution

**Special Knowledge/Skills/Requirements:**

Knowledge and understanding of racial and cultural differences  
Sensitivity to issues and concerns of communities of color and other diverse groups  
Knowledge of federal and special program rules and regulations  
Ability to interpret data  
Knowledge of Social Emotional Learning  
Ability to speak fluently, read and write in Spanish, Vietnamese or other language, preferred  
Ability to interact effectively with and provide guidance to staff, students, parents and community members  
Skill at negotiating and consensus building to support administrative decisions and programs  
Experience in community based work, e.g. community development, social work, etc.  
Strong organizational, communication, presentation and interpersonal skills

**Major Responsibilities and Duties:**

**Student Management**

1. Effectively address student, parent, and community concerns and complaints including choice of school, enrollment, communication, etc.
2. Provide excellent customer services experience for parents, schools, and community members to foster a collaborative learning environment.
3. Assist the District and schools in resolving educational and diversity issues affecting educators, students, parents, and the community.

- Maintains a lot of issues
  - Actively monitors issues to determine if there are trends that can be addressed at the campus or district level
4. Liaison between members of communities of color, other diverse groups, and the district.
  5. Develops and implements training to promote cultural understanding and competency and a climate of equity and inclusion related to Student Management.
  6. Collaborates with District management to create, implement and monitor programs.
  7. Gathers, researches and analyzes data for use in statistical calculations and reporting in order to meet federal and state requirements in the area of disproportionality
    - Creates and implements campus needs assessment in collaboration with Student Services Assistant Directors to gather campus level data regarding disproportionality and staff and student support needs
    - Prepares reports each grading cycle for the Board of Trustees
    - Makes recommendations to campus administrators
    - Supports campus in implementation of recommendations
  8. Identifies staff diversity training and coordinates/conducts training where appropriate

### **Family and Community Engagement**

9. Provides support to district-wide committees, i.e., Multi-Ethnic Committee and Multicultural event programming.
10. Hele to foster, create, and maintain responsive and welcoming school culture and learning environments for parents, families and community partners.
  - Serves as a Trainer of Trainers for Welcoming Walkthroughs
  - Actively monitors and supports campus teachers and leaders through the process of creating a welcoming school culture based on parent feedback
11. Cultivate new potential community partnerships and match potential partners with schools to address specific needs.
12. Promote family and community engagement initiatives that foster a positive multicultural environment.
13. Work with appropriate community agencies and partners to alleviate problems adversely affecting student behavior, attendance and learning.
  - Coordinate and facilitate a series of family and community activities and programs to increase an understanding of school partnerships.
  - Assist in the recruitment of community resources; i.e., local businesses, corporations, and organizations.
  - Assist in the recruitment and training of community volunteers and match volunteers with schools.
  - Provide technical assistance to district staff to achieve a broader understanding of community and school partnerships.

### **Program Administration and Management**

14. Manages Community Liaison budget, including developing budget proposals, justifying expenses and monitoring accounts.
15. Manages complex projects with up-to-date information technology knowledge and determines which new technologies are needed to successfully solve problems.
16. Stays abreast of advances in the area of diversity and prepares written materials (e.g. procedures, reports, memos, letters, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
17. Performs all other tasks and duties as assigned by Executive Director of Student Services and School Choice.

## **Supervisory Responsibilities**

Secretary to Community Liaisons

## **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional standing or walking

**Motion:** Frequent hand motions including the use of hands to finger, handle, or feel objects, tools, or controls; and talk or hear

**Lifting:** Occasional light lifting and carrying (up to 10 pounds)

**Environment:** Noise level in the work environment is usually moderate; travel is integral to the position to school, department locations and throughout the community; frequent evening and weekend activities

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.