



Job Description

Job Title: School, Family and Community Liaison

Reports to: Principal
Department: School
Number of Days: 200 days
Compensation: EL-3
Duration: Assignment of up to three years
Overtime Status: Exempt
Date Job Revised: July 19, 2010

Position Summary: Facilitate, implements, and co-manages the continuity of vertical community alignment of activities, events, programs, and services that lead to student achievement, stronger families and healthier neighborhoods for the students and their families enrolled in the Kendall-Whittier Elementary, Wilson Middle School, and Will Rogers High School feeder pattern. Provides leadership support, development, coordination, and implementation of long range feeder pattern wide incentive plan aimed at decreasing student mobility and increasing student graduation rates.

Qualifications/Job Requirements:

Education:

- Bachelor's degree in social work, education, health, or related field.
- Master's preferred.

Specialized Knowledge, Licenses, etc:

-

Experience:

- Prefer candidate with experience working in the applicable high school feeder pattern area.
- Bilingual skills preferred but not required.

Specific Training/Skills:

- Knowledge of community resources.
- Ability to build community partnerships and maintain working relationships.
- Ability to work in a school bureaucracy.
- Proven skills in leadership, group facilitation, coordination, marketing, budgeting, data collection, and evaluation.
- Ability to demonstrate cultural sensitivity and work with a diverse group of people.
- Ability to adhere to school policies and procedures.
- Ability to organize, prioritize, and respond to deadlines while working on multiple tasks.
- Effective oral and written communication skills.
- Exhibits the ability to be a creative thinker and self-starter.

Physical Requirements (If Applicable):

-

Other:

-

Scope of Authority (If Applicable):

-

Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

-

Customer Contacts:

- Internal:
- External:

Duties and Responsibilities:

- Participates in feeder pattern school site teams.
- Recruits and supports feeder pattern school site team that includes neighborhood residents.
- Performs administrative tasks for day to day management and coordination of activities.
- Plans and directs efforts to involve students, families, and neighborhood residents in feeder pattern community school initiatives.
- Establishes linkages with local businesses to promote their involvement in the school.
- Assures the fidelity of all community school core components are effectively transferred to all school curriculum and fulfill the basic principles of community schools.
- Develops, maintains, and nurtures relationships with all feeder pattern school's administration and staff, parents, family members, business partners, community partners, and neighborhood residents.
- Develops and maintains strong working relationships with key providers of services and programs.
- Collaborates with feeder pattern schools in developing programs that aim to increase educational opportunities and social connections for children, families, and neighborhood residents.
- Manage schedules and meetings of partners at school sites.