COMMUNITY LIAISON - TITLE I

Purpose Statement

The job of the community liaison was established for the purpose of providing additional support to facilitate communication between Title I schools, parents and the community so that students and families can take full advantage of the Title I program and services, helping all students achieve and grow.

This job reports to Principal.

Essential Functions

- Assists schools in coordinating Title I parent meetings, workshops and other school events.

- Serves on all five Title I schools’ Title I committees or leadership teams to see big picture of Title I services and better communicate that to parents and community. Develops ways to streamline and coordinate communication to all stakeholders.

- Participates as a team member for specific student problems; assists in resolving issues with purposeful interaction with parents and other family members as necessary.

- Establishes a network and creates a database with local businesses and community organizations in Fairview, TN in order to connect resources with student and school needs related to academically at-risk students.

- Communicates regularly with Title I Director, Title I principals, and community to increase parental involvement in Title I program, events, and needs.

- Keeps weekly activity log and reflection on accomplishments.

- Coordinates summer Fairview O.N.E. program across all four Fairview schools to take place in June. This includes securing community partners, scheduling the program, ordering materials, coordinating transportation and assigning teachers and staff to specific duties in the summer program. This duty will be approximately 15% of your annual duties.

- Creates social groups for struggling students as needed and as directed by principals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; and using pertinent software applications such as Microsoft Office products including Excel and Calendar.

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: record-keeping techniques, laws, rules and policies related to assigned duties; interpersonal skills using patience and courtesy; understanding of children growing up in poverty.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups and to work with a variety of data; and utilize. Independent problem solving is required to analyze issues and create action plans. Problem solving with frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and promoting services within community.
Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience
Job related experience in social work, school counseling or teaching.

Preferred Education/Training
Bachelor's degree in job related area.

Equivalency
n/a

Required Testing
None Specified

CERTIFICATES & LICENSES
Teacher's Certification and/or License

Continuing Educ. / Training
Maintain Licensure

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt