

School / Community Liaison

Position Details

Class Code: 0142

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, assists 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/organizations to provide information on school programs/services and to gather or relay information on school-related matters.
3. Communicates with parents regarding school concerns including truancy/attendance, behavior, and health issues.
4. Coordinates and conducts parent/guardian/community involvement activities and services (Parent Advisory Meetings, multicultural and social events, K-12 Mentoring Programs, ParentLink Communication System, Parent/Community Center activities, etc.) with other agencies and organizations.

5. Seeks financial support from businesses (donors, sponsorships, grant opportunities, etc.) for school projects; 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 distributing and ensuring receipt of information on school/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 (CCSD) employee.
 9. Facilitates student/family transportation to community resources for the receipt of social services.
 10. Organizes, prepares, and conducts student/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.
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Distinguishing Characteristics

Assists licensed teachers/professionals in establishing educational program goals; facilitates interaction between the school, students, parents/guardians, and the community; provides clerical assistance.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of school/community programs, activities, and facilities.
2. Knowledge of educational programs and community resources.
3. Knowledge of Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) and Universal Precautions.
4. Ability to develop rapport and gain cooperation of community.
5. Ability to learn and apply established procedures.
6. Ability to interpret and apply verbal/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; recognizes the sensitive nature of working with people of different cultural backgrounds and expectations.
 10. Ability to interpret and explain CCSD policies/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.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.)
2. Bachelor's degree from an accredited college/university in business management, sociology, political science, education, or a related field and one (1) year of experience or volunteer work with education and/or community programs involving parents/guardians, students, businesses, and/or community; or,
Associate's degree from an accredited college or university in sociology, political science, education, or a related field and three (3) years' experience as described above; or,
Five (5) years' experience as described above.

Licenses and Certifications

1. A copy of a valid driver's license or state-issued identification card.
2. Current CPR/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. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

1. Verified typing score of 35 words per minute.
 2. Computer literate.
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Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, college, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. College transcript(s), if applicable.
 4. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD school campuses (classrooms, corridors, restrooms, cafeterias/lunchrooms, playgrounds, multi-purpose rooms, and conference/meeting rooms), student home visits, etc.

Work Environment

Strength

Light - exert force up to 10 lbs., occasionally.

Physical Demand

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. Stamina to remain seated and maintain concentration for an extended period of time. 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, or 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 and fumes (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

Computers, printers, fax machines, calculators, copiers, telephones, etc.

AA/EOE Statement

Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics disability, age, military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 10/30/23
- Created: 11/17/93