

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### COMMUNITY OUTREACH LIAISON

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#### **DEFINITION:**

Under the direction of the Supervisor-Latino Community Relations and Site Principal, coordinate communications and information between the school, home and the community; facilitate home and community understanding of school programs and objectives; facilitate parent involvement in school activities; develop and maintain effective working relationships with students, parents, community groups and social service agencies; plan, schedule and coordinate forums and meetings; assist in the delivery of services to the community.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate communications and information between the school, home and the community; facilitate home and community understanding of school programs and objectives and secure parent involvement in school activities; develop and maintain effective working relationships with students, parents, community groups and social service agencies.
- Perform community outreach liaison duties between school, parents and families; maintain communication with parents by telephone, home visits and mail regarding student deficiencies in attendance as required; verify student absences.
- Unite outside organizations, schools and families; inform community agencies of available school services; collaborate with community agencies and personnel to enhance educational opportunities available to student; resolve issues or concerns as needed; contact community businesses to obtain donations and plan activities.
- Translate routine communications and materials related to program services and activities for students, parents, counselors and school personnel during phone calls, meetings, conferences, meetings and trainings.
- Refer students and families to community resources, services and outside agencies as appropriate; receive and respond to referrals; assist families with securing transportation, food, immigration services and health care services as needed.
- Disseminate a variety of information concerning District program services and activities; provide information as requested.
- Facilitate, schedule, organize and prepare educational programs and workshops for parents and the community.
- Assist with school registration as directed; assist with student academic assessments as directed; track individual student academic progress.
- Represent the assigned organization at a variety of school and community meetings; attend workshops and conferences as assigned; prepare and deliver oral presentations as requested.
- Perform a variety of clerical duties including typing, data entry, answering telephones, duplicating materials and preparing correspondence; maintain a shared database and calendar in collaboration with PCSD and other approved partners.
- Maintain a variety of files and records related to assigned activities; prepare reports and compile data regarding student behavior and attendance; document referrals for psychological, academic tutoring, medical, clothing, housing, and legal assistance.
- Attend and participate in meetings, trainings, special events and community activities.
- Operate standard office equipment including a computer and assigned software.
- Drive a vehicle to make home visits and acquire information and discuss school-related problems such as absenteeism, illnesses, behavior problems and other matters; maintain confidentiality of sensitive and privileged information.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

- Any combination equivalent to: graduation from high school and one (1) year of experience working with students or families in a social services or educational environment.

### Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- Criminal Justice Fingerprint/Background Clearance.
- Incumbents in this classification are required to speak, read and write in English and a designated second language.

### Knowledge of:

- Modern office practices, procedures and equipment.
- Record-keeping and report preparation techniques.
- Correct oral and written usage of English and a designated second language.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students and families.
- Local and regional community/social services and barriers to services.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Basic public speaking techniques.

### Ability to:

- Perform community outreach liaison duties between schools, parents and families.
- Learn policies and objectives of assigned program and activities.
- Learn, apply and explain applicable laws, policies, procedures, rules and regulations.
- Speak, read and write in English and a designated second language.
- Plan, organize and implement student and family services activities and programs.
- Serve as an informational resource to students and families concerning program services, activities, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Refer students and families to various community programs and resources as appropriate.
- Monitor student progress.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and prepare reports.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Evening or variable hours.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting, standing or walking for extended periods of time.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

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