

Job Title:	<b>STUDENT SUPPORT LIAISON</b>	Reports to:	<b>Principal</b>
FLSA status:	<b>Non- Exempt</b>	Supervisor duties:	<b>none</b>
Classification:	<b>Classified</b>	Approved on:	<b>10/13/2020</b>
Position Summary:	Enlist parental involvement in students' educational programs; working with parents in identifying and achieving goals; accessing support services; creating district-sponsored tutoring, education, and training programs and opportunities; and facilitating positive parent, school and student relationships.		

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Serves as a liaison between parents and the school
  - Interprets the student service program to the community through parent advisory committee meetings.
  - Provides interpreter assistance to school personnel during interactions involving Navajo speaking parents.
  - Assists in registration procedures required for new students.
  - Makes home visits when necessary or telephone contacts to provide parents with information concerning the behavior, attendance and progress of students.
  - Works with parent groups to promote and explain student service programs.
- Assists school personnel as directed.
  - Confers with parents who need assistance in the office
  - Assists in registering and orienting new students
  - Assists counselor in special areas of assignment and programs responsibilities
  - Assists in testing for appropriate placement of students
- Provides guidance to students.
  - Assists students having social, emotional, and/or academic problems.
  - Refers students to the counselor when appropriate
  - Helps students to develop positive self-image through a variety of techniques and resources.
  - Conducts and records classroom observations of students experiencing behavioral or academic problems.
  - Conducts follow-up activities with students having persistent problems.
  - Participate in staffing for students through C.S.T.'s and M.D.C.'s and other multi-agency approaches in helping students solve problems.
  - Guides students in developing positive/proactive plans to solve and deal with conflicts.
  - Maintain confidentiality of privileged information within the department.
- Provides staff consultative services
  - Confers with teachers about the guidance needs of students.
  - Participates in case conferences
  - Provides feedback to teachers counselor, and/or principal regarding students behavior.
  - Consults with the school nurse regarding health and hygiene needs of students.
  - Consults with others regarding attendance problems
- Maintains appropriate school records.
  - Maintains records of student contacts.
  - Complies statistical records necessary to evaluate effectiveness of guidance services.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate effectively verbally and in writing to people of all ages and backgrounds
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.

- Ability to accept change, be flexible and show initiative
- Goal planning and time management skills are essential
- Knowledge of agencies and resources in community is desired

## **QUALIFICATIONS & REQUIREMENTS:**

### **Education & Experience:**

- High School Diploma or equivalent
- Two years college preferred
- Three years experience with adolescents
- Bilingual in English and Navajo preferred

**Computer Proficiency:** MS Office Suite, Google Suite

## **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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*