

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST -- FAMILY LIAISON

JOB DESCRIPTION

FLSA: Non-Exempt BARGAINING UNIT ELIGIBILITY: Yes
PAY 26 SALARY SCHEDULE: Education Support Professionals
GRADE:

QUALIFICATIONS:

- (1) High School Diploma and a minimum of 60 college credit hours from an approved accredited educational institution; Bachelor's Degree from an approved accredited educational institution, preferred.
(2) Minimum of three (3) years of successful direct social services/rehabilitation counseling experience with families or related experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with students, parents, staff, administrators, and outside agencies. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and to make decisions. Ability to schedule time, prioritize, and work efficiently. Ability to operate a computer and utilize software applications word processing, databases, spreadsheets, and other functions. Ability to communicate effectively both orally and in writing.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To provide technical assistance and support for intervention services developed for identified students and families.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Collaborate with school and district-level staff to develop interventions for identified students and develop individualized service plans.
*(2) Implement case management services, monitor student/family progress and status, and make referrals to other professional staff members or community agencies as needed.
*(3) Serve as a liaison between schools and agencies/facilities, including social services, etc. to coordinate assistance for identified students.
*(4) Provide families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating with families regarding available services.

SPECIALIST -- FAMILY LIAISON (Continued)

- * (5) Act as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding identified students, interpretation of school attendance policies and laws, and record-keeping requirements.
- * (6) Conduct training to school staff on school law as it relates to the identified student population and recommends strategies for supporting the needs of these students.
- * (7) Facilitate and provide training workshops in family involvement/family literacy to increase parent and community awareness.
- * (8) Support the efforts of the family, including training family members to work with their children at home.
- * (9) Compile reports and/or analyze data for enrollment patterns, fluctuation and or discrepancies regarding identified students.
- * (10) Serve on school/district committees as required or appropriate.
- * (11) Adhere to applicable safety standards.
- * (12) Attend all staff meetings and workshops.
- * (13) Assist with maintaining a clean and orderly environment.
- * (14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- * (15) Communicate effectively with the public, staff members, administrators and other contact persons using tact and good judgment.
- * (16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Demonstrate support for the school district and its goals and priorities.
- * (19) Exhibit interpersonal skills to work as an effective team member.
- * (20) Follow attendance, punctuality and proper dress rules.
- * (21) Maintain confidentiality regarding school/workplace matters.
- * (22) Maintain expertise in assigned area.
- * (23) Model and maintain high ethical standards.
- * (24) Participate in cross-training activities as required.
- * (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (26) Prepare all required reports and maintain updated and accurate records.
- * (27) Represent the District in a positive and professional manner.
- * (28) Respond to inquiries and concerns in a timely manner.
- (29) Perform other duties as assigned.
- * (30) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the Board's approved salary schedule.

Length of the work year and hours of employment shall be those established by the Board.

SPECIALIST -- FAMILY LIAISON (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

Adopted 8/2/11