

COMMUNITY ENGAGEMENT TEAM LIAISON

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for working in partnership with the District community engagement team to implement the community engagement team to implement the community engagement plan. The responsibilities include coordinating and developing strong connections between school and home including making home visits. The incumbent will create and sustain a welcoming environment and establish partnerships with families. The work is performed under the direct supervision of the School Improvement Supervisor with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is not a responsibility of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Works collaboratively with the School Improvement Supervisor to support their efforts to enhance connections between school and home;
- Expand engagement with families and community members to promote the community engagement plan;
- Develop strong connections between home and school including making home visits;
- Answer telephones and return messages in the home languages;
- Coordinates distribution of relevant and timely materials to community partners;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the district and community;
- Ability to speak clearly and effectively handle the communication of information;
- Ability to represent the district well;
- Strong organizational skills;
- Strong interpersonal and communication skill; both in writing and verbally;
- Maturity;
- Friendliness;
- Good judgement;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: Either:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and one (1) year of experience in community engagement or a related field; OR

- B. Graduation from high school or possession of an equivalency diploma and three (3) years of experience in community engagement or a related field; OR
- C. An equivalent combination of training, education and experience as defined by the limits of (A) and (B) above.