

JOB DESCRIPTION

Job Title	Community Schools Liaison	Job Title Code	437025EF
Reports to	Assistant Director Family and Community Engagement	Wage/Hour Status	Non-Exempt
Dept/School	Family & Community Engagement	Pay Grade	307
		Date Revised	February 11, 2025

Primary Purpose

Assist local non-profit social service agencies to develop their capacity to support the District Community Schools program with the provision of services and support to students and families served by participating Title I schools.

Education/Certification

- High School Diploma/GED

Special Knowledge/Skills

- Strong knowledge of non-profits and social services
- Understanding of PreK-12 education
- Ability to network and recruit community partners
- Ability to communicate effectively
- Strong organization skills
- Ability to work with district personnel, parents, and other community members

Experience

- Two (2) years' experience in a public education or non-profit or social service organization

Major Responsibilities and Duties

1. Collaborate with outside agencies, campus, and departments on a variety of projects, including working with established and new community agencies to build their organization capacity to provide services to the students and families.
2. Assist the coordinator of the Community Schools programs with the management and development of the Family Resource Centers management and development of the AmeriCorps VISTA team.
3. Assist in the development of a needs assessment for each school served by the District Community Schools program at Title I campuses.
4. Assist Community Schools and campus staff in improving school Parent and Family relations.
5. Assist in identifying community resources and developing programs and support services that address the identified needs of students and families served by the Community Schools program.
6. Provide indirect services and support at Title I Community Schools campuses.
7. Maintain a professional level of confidentiality regarding sensitive staff, parent, and student matters.
8. Provide excellent customer service while developing and maintaining professional relationships with parents and families, community organizations, and District staff.
9. Respond to phone calls, e-mails, letters, and other communications in a timely and professional manner.
10. Perform other duties as aligned to program intent.
11. Support Family and Community Liaisons to meet their family engagement and Community Schools goals
12. Support Family and Community Liaisons to recruit and register family and community volunteers to support campus family engagement and academic programming.

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Supervisory Responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer. In-district travel.

Terms of Employment

221 days; hourly rate to be established by Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
Job Title: _____
Date: _____

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Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.



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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.