

## **POSITION DESCRIPTION**

**TITLE:** COMMUNITY LIAISON (ALTERNATIVE EDUCATION)

**TYPE:** Classified

**REPORTS TO:** Director of Classified and/or Alternative Education Coordinator

### **POSITION SUMMARY:**

The primary purpose of this position is to support alternative education students in work experience, academics and behavior. Emphasis will be on developing and maintaining a variety of appropriate jobs and work settings in the community, monitoring student progress, and serving as a liaison between the job site/employer and the school program and staff. This position will facilitate various community outreach projects such as; food backpack program, BULB, Entek Coats, and Holiday Food Baskets.

### **MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Criminal history clearance.
3. Demonstrated basic skills through a local academic assessment.
4. Valid Oregon Driver's License and evidence of insurability.

### **ESSENTIAL FUNCTIONS:**

1. Meets with prospective employers to arrange work site agreements.
2. Arranges student work schedule.
3. Models work activities for student at work sites.
4. Monitors student progress at work sites and reports data to teacher(s).
5. Organizes student work related records and paperwork.
6. Participates in staffing or parent meetings as directed.
7. Provides academic and behavioral support to the alternative education students.
8. Assists with student supervision as needed.
9. Assists the designated teacher(s) with individual and group supervision and behavior management of students.
10. Facilitates various community outreach projects, as assigned.
11. Assists parents and community members as needed.
12. Transports students to GED Testing and other field trips.
13. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
14. Frequent and prolonged talking/hearing conversations.

**OTHER REQUIREMENTS:**

1. Possible exposure to bodily fluids due to employee or student illness or injury.
2. Work is performed in & outdoors around the school building as well the community.
3. This position requires travel between school and work sites. (The employee is responsible for supplying a vehicle for this and other position related travel and will be reimbursed for approved mileage.)
4. Evenings and/or extended work hours are sometimes required.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.
7. May be required to obtain an ODE School Activity Driver’s Certification.

**WORKPLACE EXPECTATIONS:**

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 180 paid days, subject to change.  
Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day)                      O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day)                      C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing		X			
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling (using 2-person lift) Maximum weight: _____ 25 lbs. _____		X			
*Lifting/Carrying (using 2-person lift) Maximum weight: _____ 25 lbs. _____		X			

\* Identify items typically moved: Food, backpacks, clothes, files

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