



CIVIL DIVISION  
CLASS SPECIFICATION

SCHOOL - COMMUNITY  
LIAISON

DATE ADOPTED: 9/6/2024

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position providing liaison services between a school district and the community. Incumbents plan or assist in the planning of parent/guardian and community-oriented programs. Responsibilities include work related to support for at risk students and their families. Work is performed under the general supervision of a school administrator. Supervision is not normally a function of the class.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Plans parent/guardian advisory council meetings;
2. Assists in planning staff development workshops;
3. Acts as teacher-parent/guardian liaison regarding student progress, disciplinary problems, social service programs, and community referral services;
4. Organizes family leadership support committees;
5. Conducts home visits to provide support and guidance;
6. Provides support to families during the school enrollment process;
7. Serves as a problem-solver and facilitator for family concerns;
8. Maintains logs and files of home visits, family outreach activities and of students receiving tutoring;
9. Devises pro-active strategies to address recurring concerns.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of elementary level subject matter and reading instruction techniques; good knowledge of current reading instructional resources; good knowledge of the community and community resources; ability to plan and carry out family/school meetings and staff development workshops; ability to establish and maintain effective working relationships with the community, school personnel, and social service agencies; ability to communicate effectively, both orally and in writing; ability to organize work; ability to maintain records; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) Bachelor's degree in Social Work, Psychology, Human Services, Education or a related field and one (1) year of full-time paid work experience working directly with elementary age youth in counseling, education or recreation;
- OR: (B) Associate's degree in Social Work, Psychology, Human Services, Education or a related field and three (3) years of the work experience in (A) above;



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OR: (C) An equivalent combination of training and experience described in (A) and (B) above.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENTS:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**CIVIL DIVISION USE ONLY:**

<b>JURISDICTIONAL CLASSIFICATION:</b> Competitive
<b>REVISION HISTORY:</b>