



Paraprofessional Vacancy Richardson ISD

POSITION: COMMUNITY LIAISON - FOREST LANE ACADEMY

REPORTS TO: BUILDING PRINCIPAL

CONTRACT PERIOD: 207 DAYS - 11 MONTHS **POSITION CONTROL #143/001/N/100**

SALARY: LOCAL PAY GRADE: PGN **SALARY RANGE: \$32,504 - \$33,545**

GENERAL STATEMENT OF RESPONSIBILITIES: Provide direct on-campus health, academic and behavioral support/intervention for at-risk students and their families by bringing together school/community resources, healthcare and academic assistance.

QUALIFICATIONS:

- College degree preferred, but not required.
- Spanish speaking preferred.
- Experience working with at-risk students and their families.

DESCRIPTION OF DUTIES:

- Work directly with school counselor to provide services for students and their families.
- Choose and evaluate programming supplies and materials to support students and community.
- Work with families of students to assist them in using the available literacy resources enabling them to become more involved in their child's education.
- Work with students and staff as needed.
- Communicate and collaborate with Forest Lane Academy.
- Identify students-in-need through staff referrals.
- Coordinate "on-site" clothes closet.
- Assist in tracking student absences/tardies with follow-up visits.
- Make home visits and conference with students, parents, and staff.
- Coordinate Parent Programming.
- Provide student recognition programs/activities.
- Provide enrichment programs for the school and community.
- Assist with PTA projects, as needed.
- Provide support to the school as directed by the principal.

APPLICATION PROCEDURE: Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>. The application must be complete and three electronic reference forms must be received to be considered. Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

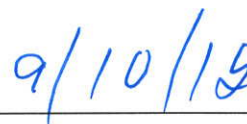
DEADLINE FOR APPLICATION: SEPTEMBER 24, 2015

APPROVED:


Dr. Fernando Medina

Assistant Superintendent - Human Resources

DATE:


9/10/15

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.