



Allentown School District
Community Liaison/Reintegration Specialist

Salary Level: <i>AEA Agreement</i>	Reports To: Director of Student Services
Contract: <i>AEA Agreement</i>	Prepared Date: June 13, 2021; Revised
Benefits: <i>AEA Agreement</i>	Prepared by: Executive Director of Youth, Family & Community Engagement
Office: Teaching & Learning	Approved By: Interim Executive Director of Human Resources

QUALIFICATIONS:

1. Bachelor's degree with a major in education, early childhood education, counseling, social work, or a related field from an accredited college or university. Pennsylvania certification in teaching preferred.
2. Ability to work independently, to interact well with others, and to provide reports in a timely manner.
3. At least five (5) years' experience in a school system or with families and young children.
4. Program management skills.
5. Home visiting experience preferred.
6. Proficient in Google and Microsoft Office programs, including PowerPoint, Word, and Excel in addition to technology required for communication and meeting the expectations of the program.
7. Exceptional interpersonal skills and strong verbal and written communication skills.
8. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
9. Such additional modification or alternatives to the above qualifications as the board or superintendent may determine appropriate and acceptable.

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure implementation of the ELECT model program as part of the Allentown School District.
2. Develop/maintain relationships with community organizations and leaders.
3. Demonstrate a personal commitment to the philosophy, vision and mission of the ELECT Program.

4. Monitor fidelity of ELECT Program in Allentown School District.
5. Oversee recruitment efforts or participation in centralized intake system.
6. Manage ELECT Program referrals.
7. Facilitate community donations to ELECT.
8. Manage ELECT expenses to ensure staying within grant guidelines.
9. Complete all necessary grant reports.
10. Ensure ELECT staff understand and use Parents As Teachers data management system.
11. Collaborate with administration, staff, students, families and volunteers.
12. Conduct monthly staff and Family Center Governing Board Meetings.
13. Ensure communication between ELECT and Family Center programs to avoid duplication of services.
14. Provide program resources to appropriate students, families and district staff.
15. Identify and collaborate with community resources and partners.
16. Perform duties in a professional, ethical and responsible manner as defined in the Pennsylvania Code of Professional Practice and Conduct for Educators and the District's code of conduct.
17. Perform such other tasks and assume such other responsibilities as may be assigned or delegated by the department supervisor.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving

Identifies and resolves problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well within group problem solving situations; Use reason even when dealing with emotional topics; Generate creative solutions; Demonstrate attention to detail; Display original thinking and creativity; Meet challenges with resourcefulness; and Develop innovative approaches and ideas.

Emotions

Manage difficult or emotional parent and citizen situations; Respond promptly to parent and citizen needs; Respond to requests for service and assistance; Meet commitments; Synthesize complex or diverse information; and Show respect and sensitivity for cultural, ethnic, religious, and gender differences.

Interpersonal Skills

Manage difficult or emotional parent and community situations judiciously; Keep emotions under control; Remain open to others' ideas and tries new things; Listen and get clarification; Respond to employee requests for service and assistance; Solicit parent feedback to improve student performance; Meet commitments made to parents and the community; Maintain confidentiality; Demonstrate objective approaches to communicating with staff and constituents; Exhibit objectivity and openness to the views of others; Speak clearly and persuasively in positive or negative situations; Listen and solicit clarification; Respond appropriately to questions; React well under pressure; Write clearly and effectively; Edit work for spelling and grammar; Vary writing style to meet the needs of

the audience; Present numerical data effectively; Demonstrate group presentation skills; Treat others with respect and consideration regardless of their status or position; and Work well with others.

Written Communication

Write clearly and informatively. Vary writing styles to meet the needs.

Planning/Organizing

Prioritize and plan work activities; Use time efficiently; Set goals and objectives; Develop project plans; Coordinate projects; Complete projects on time and budget; Manage project team activities; Manage competing demands; and Change approach or method to best fit the situation.

Technical Skills

Assess own strengths and weaknesses; Pursue training and development opportunities; Strive to continuously build knowledge and skills; Share expertise with others; Display willingness to make decisions; Exhibit sound and accurate judgment; Include appropriate people in decision-making process; and Make timely decisions.

Motivation

Set and achieve challenging goals. Demonstrate persistence and overcome obstacles.

Teamwork

Exhibit objectivity and openness to others' views; Give and welcome feedback; Contribute to building a positive team spirit; Put success of team above own interests; Able to build morale and group commitments to goals and objectives; and Support everyone's efforts to succeed.

Change Management

Communicate changes effectively; Prepare and support those affected by change; and Monitor transition and evaluate results.

Servant Leadership

Exhibit confidence in self and others; Inspire and motivate others to perform well; Accept feedback from others; Give appropriate recognition to others and identify with the well-being of team members; Practice active listening skills and observe non-verbal cues; Include staff in planning, decision-making, facilitating and improving processes; Practice fore-sighted thinking; Take responsibility for direct report activities; Make self-available to staff; Provide regular performance feedback; Develop direct report skills and encourage professional growth.

Leadership Skills

Lead by example; Look for ways to improve and promote quality; Practice data informed decision making; Build strong positive relationships; Demonstrate accuracy and thoroughness; Adhere to safety and security procedures; Adhere to local, state, and federal laws; Adhere to Board policies, District administrative regulations, code of professional practice and conduct for educators, and the District's code of conduct; and Identify and resolve problems in a timely manner.

Organizational Skills

Work with accuracy when monitoring all cost related tasks; Show respect and sensitivity for cultural differences; Follow policies and procedures; Complete administrative tasks and reports correctly and on time; and Support the District's goals and values.

Personal Competencies

Exhibit sound and accurate judgment; Treat people with respect; Work ethically and with integrity; Respect confidentiality; Demonstrate persistence and overcomes obstacles; Prioritize and plan work activities; Use time efficiently; Approach others in a tactful manner; React well under pressure; Demonstrate accuracy and thoroughness; Follow instructions and respond to supervisory direction; Inspire the trust of others; Display integrity and ethical behavior; Uphold district values; Accept responsibility for own actions; and Follow through on commitments; and Take responsibility for own actions.

Fiscal Stewardship

Work within the approved budget; Conserve District resources.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, climb stairs, bend, and lift. The employee is required to use hands to fingers or handle documents, telephone, etc. The employee is required to do home visits and meetings and visits in the community. The employee is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required *by this* job include close vision, distance vision, and ability to adjust focus.

Evaluation:

The person filling this position will be evaluated according to the AEA evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____
Individual serving in this position

Date: _____