

**DUBUQUE COMMUNITY SCHOOL DISTRICT**  
**Job Description**

Position Title: Elementary Liaison

**Required Qualifications:**

- High school diploma
- Basic computer skills (Office 365)
- Successful completion of or willingness to successfully complete training in dealing with behavioral interactions with students
- Successful completion of or willingness to successfully complete training in instructional support
- Physical and emotional stamina to meet daily student care needs

**Desirable Qualifications**

- Post high school coursework
- Experience working with children
- Background in counseling, social work, and/or law enforcement

**Position Responsibilities:**

- Establish positive relationships by making home visits to families
- Providing support to school and families having attendance problems
- Establish positive interactions with current students and former students
- Maintain a check-in and check-out system for students
- Coordinate with counselor to organize business partner relationships for family resources
- Help to coordinate outside agencies coming in to teach social and behavioral lessons (i.e. SRO, Riverview, Life Skills, Fire Department, ALC, Etc.)
- Work with students struggling with violent or disruptive behavior
- Member of the Building Response Team for crisis situations
- Help manage documentation of behavior plans and data entry
- Connect with neighbors and businesses to maintain mutually beneficial relationships
- Contact for families looking for community resources
- Connection for staff and families when students are having a difficult time connecting to school
- Monitor attendance and work with truancy officer for chronic attendance issues
- Help establish and enforce common area plans and routines
- Demonstrate professionalism in the workplace and in the community
- Communicate clearly and appropriately with students and staff
- Work effectively and cooperatively with others
- Follow directions of building administrator(s)
- Exercise maturity and sound judgment in making decisions
- Maintain accurate records
- Assist teacher in computer entry of data and the application of technology
- Maintain effective discipline based on the policies and guidelines of the District
- Provide input and feedback to staff as requested
- Support guided practice or monitor educational program as directed
- Assist with accommodations for students with special needs
- Maintain confidentiality
- Demonstrate a willingness to participate in staff development
- Recognize and demonstrate a commitment to multicultural gender-fair policies and practices
- Possession of a valid driver's license and up-to-date insurance. May be required to transport students in personal vehicle.
- Communicate with parent when appropriate
- Supervise children on the playground and in the lunchroom when needed
- Perform other duties as assigned

**Other Requirements:**

- Ability to lift, push and pull up to 50 lbs.
- Ability to sit, stand, walk and climb stairs

- Perform other duties as assigned
- Model to students and peers a commitment to appropriate public behavior toward all students, workplace, colleagues and the public

October 19, 2016