

## **Community Liaison**

### **POSITION OVERVIEW:**

The Community Liaison provides comprehensive support to families in MCPS schools, ensuring that all students have equitable access to the resources and opportunities needed for academic success. This role ensures students and families—particularly those facing economic hardship or housing instability—have access to educational and community-based resources in addition to career and technical opportunities. The liaison works collaboratively with school staff, community agencies, and service providers to remove barriers and support student success.

### **ESSENTIAL DUTIES and RESPONSIBILITIES:**

- A. Collaborates with administrators, staff and families by:
  - Providing direct assistance to students and families across multiple schools, ensuring they can access educational, vocational, and community resources.
  - Serving as a liaison between schools, district departments, and external service providers to coordinate support services.
  - Assisting students in Pre-ETS-eligible activities and data collection as necessary, including work-based learning experiences (WBLE), workplace readiness training, and student travel training.
  - Working with special education staff to ensure students with disabilities have access to allowable assistive technology services, such as interpreter services, assistive listening devices, and large-print or Braille materials.
  - Informing families on a consistent schedule about available educational, vocational, and transition resources, ensuring students are prepared for post-secondary pathways.
  - (Elementary schools only) Providing coverage as necessary for up to one 30 minute secretarial lunch in an assigned building and supporting a daily lunch or recess duty period as necessary.
- B. Supporting school success, workplace readiness & career exploration for all students by:
  - Partnering with administrators and teachers to reduce and eliminate barriers to academic success for students and their families.
  - Collaborating with school personnel to provide and/or connect MV students to academic services as needed.
  - Working with district CTE staff to coordinate and support career exploration and work-based learning experiences (WBLE) for students at all levels.
  - Facilitating training in soft skills, independent living, and career exploration as permitted under Pre-ETS guidelines.
  - Partnering with administration and special education staff to support students with orientation and mobility training to ensure they can travel independently to Pre-ETS activities.
- C. Maintaining and growing School & Community Collaboration by:
  - Working with schools and their feeder schools to create a coordinated approach to family and student support services.
  - Developing and maintaining partnerships with local service agencies, community organizations, and employers to provide access to health and wellness resources for students and families and to enhance work-based learning opportunities.
  - Working with district staff to coordinate student transportation to and from school and to and from vocational activities, where allowable.
  - Supporting students and families in understanding local agency requirements and connecting them with appropriate services
- D. Providing Family Resource Center Management & Outreach by:
  - Coordinating with building principals and staff to oversee the Family Resource Center in each assigned school, ensuring an organized and accessible environment for students and families.
  - Working with school leadership teams to organize and participate in family literacy activities, career exploration events, and workplace readiness workshops.
  - Maintaining an updated resource library with information on parenting, health and wellness topics, vocational training, Pre-ETS services, and community-based support.
- E. Participating in Compliance activities, Professional Development & Data Tracking by:

- Working with building principals and district staff to train to school and district staff on McKinney-Vento and Pre-ETS services and regulations as needed
  - Ensuring alignment with McKinney-Vento and Pre-ETS allowable services, including transportation, gas and food cards, work-based learning experiences, student travel training, and workplace readiness support.
  - Assisting in data collection and reporting to measure program effectiveness and identify service gaps across multiple schools.
  - Staying informed about district policies, federal/state regulations, and Pre-ETS funding guidelines.
- F. Collaborating with school administration and staff by:
- Participating in regional school meetings and professional learning communities to align services with school improvement efforts.
  - Supporting school-based intervention teams, including response-to-intervention (RTI) and multi-tiered systems of support (MTSS) frameworks.
  - Working closely with school counselors, career advisors, and special education teams to coordinate student and family supports, Pre-ETS services and transitional supports.
- G. Other job related duties as required by the supervising administrator.

#### **MINIMUM QUALIFICATIONS:**

- Education, Licensure
  - High school diploma or equivalent required;
  - Two years of post-secondary education **OR** Associate degree **OR** Bachelor's degree in education social work, child development, or a related field *required*.
- Experience
  - Working with social service agencies and at-risk families *preferred*
  - Working with students in academic settings *preferred*
  - Working with non-profit community sectors *preferred*
- Knowledge, Skills and Abilities
  - Experience working with at-risk families, students with disabilities, and social service agencies preferred.
  - Knowledge of Pre-ETS services, McKinney-Vento policies, and Title I programs is highly desirable.
  - Strong interpersonal and communication skills to collaborate across multiple school sites and agencies.
  - Ability to prioritize and manage time effectively in a multi-school setting.
  - Proficiency in Microsoft Office, Google Suite, and database management for tracking student and family needs.
  - Knowledge, skills and abilities in classroom procedures and instruction related internet resources
  - Knowledge, skills and abilities with computers, audio-visual and office equipment, including but not limited to copiers, laminators and video cameras
  - Knowledge of district policies and procedures *preferred*
  - Knowledge of Title I, ESEA Pre-ETS regulations *preferred*
  - Ability to understand and carry out written and oral instructions
  - Ability to handle stressful situations
  - Ability to assist families in a compassionate empathetic manner with regard to diversity and economic circumstances
  - Ability to understand and implement district safety rules and procedures
  - Ability to establish and maintain effective working relations with staff members and other contacted in the course of the work day
  - Ability to modify work schedule as necessary
  - Ability to provide own transportation as may be required

#### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside and occasionally outside. The noise level in the work environment is typically moderate depending on changing dynamics. In performing the essential functions of the job, the employee

must be able to travel between multiple school sites as needed. Work may include evening events and home visits for outreach and family engagement. Ability to handle sensitive information with discretion and confidentiality.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to stand, sit, walk, bend, kneel, twist at neck & waist and lift/carry/move up to 25 pounds frequently and occasionally up to 50 pounds with assistance. Must have an adequate range of motion in upper extremities. An employee may also be expected to climb ladders, reach items from high shelves and work with groups on the floor. Specific vision abilities of this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:** While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints, must maintain attentiveness intensity and be vigilant to avoid injury or illness. The employee is frequently involved in social interactions requiring oral and written communications.

*The physical demands & work environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**IMMEDIATE SUPERVISOR:** BUILDING PRINCIPAL

**EVALUATION:** Performance of this job will be evaluated in accordance with established provisions.

**TERMS OF EMPLOYMENT:** Salary, benefits, and other working conditions as negotiated by the MCPS Board of Trustees and the Merged Missoula Classified Employees Organization.

**EQUAL OPPORTUNITY EMPLOYER**

*Created: April 2025*