



## INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

**Job Title:** Community Liaison

**Exemption Status/Test:** Exempt

**Reports to:** Area Superintendent

**Date Revised:** 06/13/2019

**Dept./School:** International Leadership of Texas

**Funding Source:** Title I, Part A 100%

### Primary Purpose:

Under general supervision, formulate methods and procedures for effectively involving the home, school, and community in the achievement of influencing the progress and achievement of students through the use of District and community resources.

### Qualifications:

#### Education/Certification:

Bachelor's degree

#### Special Knowledge/Skills:

- Ability to work with people from diverse ethnic groups
- Initiative and willingness to follow verbal and written instructions
- Effective communication skills both in oral and written form
- Ability to relate to students, faculty, and parents in a positive manner
- Exercise discretion regarding matters of sensitive or confidential nature

### Experience:

Community experience not required, but is a plus

### Major Responsibilities and Duties:

#### Instructional and Program Management

1. Assist FIT Coordinator with identifying and serving homeless students.
2. Contribute to a plan to increase parent involvement.
3. Coordinate a series of parent education activities and programs in an attempt to have an understanding of adolescents.
4. Assist in the procurement and recruitment of community resources; i.e. local businesses, corporations, and organizations.
5. Work with appropriate community agencies to alleviate problems adversely affecting student attendance and learning.

6. Coordinate and assist Title I annual meeting. Development and Approval of Parental Involvement Policy and Parent-Student Compact.
7. Assist student and parent groups and conduct home visits.
8. Inform parents and students through a variety of forums including face-to-face and community meetings, and school tours.
9. Expose students to and inform parents of community activities, i.e. cultural events, the arts, political issues, etc.
10. Assist in the production of and disseminate materials and information pertaining to the school program to its various publics.
11. Establish student mentor programs with community and business volunteers.
12. Performs all other tasks and duties as assigned as it relates to Title I, Part A.
13. All federally funded incumbents of this position must comply with policies and procedures.

#### **Training and Staff Development**

14. Assist in the recruitment and training of volunteers and adopters.
15. Serve as a resource for school related organizations, including Parent Teacher Organization, Community Advisory Committee, Positive Parents, Watch Dogs, etc.
16. Provide assistance to Area Staff and District Head Quarters to achieve a broader understanding of the student community.

#### **Other Duties**

Maintain Time and Effort as Approved in the Title I, Part A application

#### **Working Conditions:**

##### **Mental Demands/Physical Demands/Environmental Factors:**

- Maintain emotional control under stress
- Frequent sitting, standing, stooping, bending, pulling, and pushing.
- Frequent lifting or exert force of up to 10 pounds

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The foregoing statements describe the general purpose and responsibilities assigned to this job description and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is 100% grant funded for the current school year, funding may not be available next school year.

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Community Liaison

Date

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Area Superintendent

Date