

COMMUNITY LIAISON SPECIALIST - URBAN SUBURBAN PROGRAM

Code No: 4-18-396
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a liaison position in a school district responsible for assisting in the coordination and placement of in-coming students for the Urban-Suburban Interdistrict Transfer Program. The employee reports directly to and works under the general supervision of the Director of Urban-Suburban Interdistrict Program. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Acts as a liaison between parents, students and the staff of receiving schools;

Attends and participates in individual and/or joint meetings (i.e. disciplinary, attendance, academic) for input, advocate or recommendations;

Provides transportation to students and parents in the program when needed;

Provides feedback to school administration regarding parent/student concerns and issues;

Assists in the coordination and placement of in-coming students;

Coordinates record requests from Rochester City Schools;

Processes applications for placement and transportation for students;

Coordinates parent support services to promote parental involvement;

Coordinates student support services to monitor student progress;

Assists program director by working very closely in all aspects of program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the Urban-Suburban program policies and procedures; good knowledge of the requirements of the component suburban districts participating in the program; good knowledge of placement policies and procedures of the program and component districts; organizational skills; ability to speak before groups; ability to communicate effectively to parents, students and school personnel; good judgement; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years paid full-time or its part-time equivalent experience in youth services activities such as student

counseling or placement, youth advocacy, development, or supervision, or in the implementation and monitoring of school desegregation activities, OR,

- (B) Five (5) years paid full-time or its part-time equivalent experience in youth services activities such as student counseling or placement, youth advocacy, development, or supervision, or in the implementation and monitoring of school desegregation activities, OR,
- (C) Any equivalent combination within the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position. Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 8, 1998