



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	School/Community Liaison Officer
CLASSIFICATION	
DEPARTMENT	
LOCATION	
REPORTS TO	Principal
STAFF SUPERVISED	
PROBATIONARY PERIOD	Three Months
EFFECTIVE DATE	

POSITION SUMMARY

The School/Community Liaison Officer acts as a liaison between the school, parents, community partners and project funders. This is a grant funded position. The School/Community Liaison Officer plays a critical role in the success of the community school project. The incumbent works collaboratively with the school Principal and a collective of community organizations to carry out duties outlined in the Community School Plan. Manitoba Education works with project sites to clarify the School/Community Liaison Officer role and responsibilities.

QUALIFICATIONS

Education

- Grade 12
- One year post-secondary education.

Experience

- One year experience in community programming and working with community groups with a strong understanding of community development principles.

Knowledge, Skills and Abilities

- Knowledge of existing community and regional resources/agencies.
- Knowledge of community development principles.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets, presentation software and database applications.
- Excellent verbal and written communication skills.
- Strong organizational and time management skills.
- Excellent interpersonal skills.
- Program development and coordination skills
- Ability to work in a cross-cultural environment.
- Ability to develop and maintain records.
- Ability to work collaboratively with the school Principal and implement the goals of the Community School Plan.

- Ability to work independently and in a team setting.
- Ability to maintain financial records and reports.

DUTIES AND RESPONSIBILITIES

School & Students

- Develops working relationship with teachers to link curriculum requirements to community development activities.
- Conduct surveys and/or needs assessment to help develop and deliver the community school plan.
- Assists with creating the community school plan and strategies for community school development.
- Works collaboratively with the school Principal and a collective of people to implement the goals of the community school plan.
- Develops programs created as part of the community school plan.
- Organizes, plans and facilitates meetings, workshops and events that support the community school plan with a focus on developing the community school council.
- Organizes, plans and hosts focus groups, meetings, workshops and events.
- Participates in ongoing training and skill development.
- Maintains records (i.e. track activities and outcomes, expenditure items, development of partnerships, resources, assessments, short and long term goals).
- Assists with evaluation and year-end reports.
- Recruits, trains and coordinates volunteers.
- Purchases materials and supplies.
- Assists in development of a newsletter or information flyers.

Community

- Connects/builds relationships with parents and families
- Creates, enhances and helps to develop partnerships and connections to the community
- Provides advice and networks with committees to strengthen community school
- Opens the school for recreational use (i.e. access to computers, family fun nights, parenting sessions, community kitchen)
- Conducts home visits to make home/school connections with parents
- Assists in the recognition of students, parents, teachers and community partners that participate in community activities
- Creates, advises or enhances existing school committees, parent groups and the parent resource centre
- Liaises with community organizations to promote the school as a community school and serve as a resource to projects and organizations participating in the community school initiative
- Assists in promoting a welcoming school environment through home visits and networking with community groups

CONTACTS

School personnel
Community members

WORKING CONDITIONS

General office conditions
Flexibility in hours of work, built into the school requirements
This position works the school year

PHYSICAL AND VISUAL REQUIREMENTS

Physically able to perform assigned duties

EQUIPMENT USED

General office equipment
Personal computer and a variety of software packages

APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date