

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### SPECIALIST – FAMILY LIAISON

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an approved accredited educational institution, preferred.
- (2) Minimum of three (3) years of successful direct social services/rehabilitation counseling experience with families or related experience, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child development, mental health issues, and family dynamics. Ability to establish and maintain effective working relationships with students, parents, staff, administrators, and outside agencies. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and to make decisions. Ability to schedule time, prioritize, and work efficiently. Ability to operate a computer and utilize software applications word processing, databases, spreadsheets, and other functions. Ability to communicate effectively both orally and in writing.

#### REPORTS TO:

Director, Student Services / Exceptional Student Education

#### JOB GOAL

To provide technical assistance and support for intervention services developed for identified students and families.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- (1) Collaborate with school and district-level staff to develop interventions for identified students and develop individualized service plans.
- (2) Implement case management services, monitor student/family progress and status, and make referrals to other professional staff members or community agencies as needed.
- (3) Serve as a liaison between schools and agencies/facilities, including social services, etc. to coordinate assistance for identified students .
- (4) Provide families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support activities and communicating with families regarding available services.
- (5) Act as a resource to school-based administrators, guidance counselors, teachers, and health services personnel regarding identified students, interpretation of school attendance policies and laws, and record-keeping requirements.
- (6) Conduct training to school staff on school law as it relates to the identified student population and recommends strategies for supporting the needs of these students .
- (7) Facilitate and provide training workshops in family involvement/family literacy to increase parent and community awareness.
- (8) Support the efforts of the family, including training family members to work with their children at home.

**SPECIALIST-FAMILY LIAISON (Continued)**

- (9) Compile reports and/or analyze data for enrollment patterns, fluctuation and or discrepancies regarding identified students.
- (10) Serve on school/district committees as required or appropriate.
- (11) Adhere to applicable safety standards.
- (12) Attend all staff meetings and workshops.
- (13) Assist with maintaining a clean and orderly environment.
- (14) Be knowledgeable of and adhere to Board policies and departmental procedures.
- (15) Communicate effectively with the public, staff members, administrators and other contact persons using tact and good judgment.
- (16) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- (17) Demonstrate initiative in the performance of assigned responsibilities.
- (18) Demonstrate support for the school district and its goals and priorities.
- (19) Exhibit interpersonal skills to work as an effective team member.
- (20) Follow attendance, punctuality and proper dress rules.
- (21) Maintain confidentiality regarding school/workplace matters.
- (22) Maintain expertise in assigned area.
- (23) Model and maintain high ethical standards.
- (24) Participate in cross-training activities as required.
- (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- (26) Prepare all required reports and maintain updated and accurate records.
- (27) Represent the District in a positive and professional manner.
- (28) Respond to inquiries and concerns in a timely manner.
- (29) Perform other duties as assigned.
- (30) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code 4**

**Salary Index of 0.5458 of the Administrative, Other/Confidential Salary Schedule**

**DOE Job Code 61111**

**Board Approval 11/17/2020**

**Revised 03/23/2021**