

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Student-Family Relations Liaison (Elementary School) **Department:** Instruction

**Date Reviewed:** May 2014

**Reports To:** Principal

**Calendar:** 10 month/200 Day: Part Time

**\*\*Funded through Title I Funds\*\***

**Purpose of Job**

The purpose of this job is to assist administration, faculty, and staff with students who have been identified as needing intervention services in order to facilitate academic and school success. Duties and responsibilities include: providing intervention services, developing behavior support plans, assisting staff with implementation of behavior interventions, monitoring student behavior, creating/maintaining appropriate student records, etc.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Obtains student specific educational, social, medical, developmental, and family related information that will assist with determining needs and targeted interventions. This can include parent/student interview, classroom observations, consultation with community based providers, etc.

Provides individual and group counseling to reduce problematic behaviors.

Assists in integrating new and returning students into elementary School.

Plans, coordinates and supervises an effective school social work program.

Maintains up-to-date, accurate records on student behavior and interventions.

Serves as a liaison to community agencies and practitioners and works with them in providing comprehensive services to students.

Regularly evaluates the effectiveness of social work services and identifies need for additional services.

Provides individual educationally relevant interventions on either temporary (as needed) or ongoing regular basis to address issues as they relate to the students success in school. Addresses student issues such as socio-economic status, poor social skills, truancy, oppositional behavior, low motivation, etc.

Interprets criteria for community resource utilization to school personnel.

Provides support and counseling to school faculty and staff.

Provides information to school staff about social needs and problems of students and families.

Reports student and family status and progress regularly to school personnel.

Assists school administrators in identifying professional development needs.

Orients school personnel to school social work services.

Provides staff development activities for faculty and school personnel.

### **Additional Job Functions**

Performs other duties as required.

Makes home visits and holds conferences with parents.

Mediates between family and school clarifying expectations for students.

Interprets criteria for community resource utilization to families and assists in locating appropriate services outside the school when needed.

Provides support and counseling to families.

Provides information to parents (when appropriate) about social needs and problems of students.

Provides training in parenting skills.

May attend IEP meetings and staff development and other meetings pertaining to the child/children in this group.

Sets example for all persons who come in contact with students, ensuring respect and kindness.

### **Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Professional Personnel in conjunction with TEAM rubric.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A Master's degree in social work from an accredited college or university with the appropriate Tennessee Department of Education endorsement of either 107 or 488.

**OR**

A Master's degree with certificate endorsement as a school counselor.

**OR**

Such alternatives to the above qualifications as CMCSS Human Resource Department may find appropriate and acceptable.

## **KNOWLEDGE OF JOB**

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Should have capability to develop and implement long-term goals. Seeks to remain abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, and members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY** Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Elementary School-Student-Family Relations Liaison

**VERBAL APTITUDE:** Requires the ability to record and deliver information to

supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment and machinery.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**