

Community Liaison/Counselor

Job Description

The main objective of the Community Liaison/Counselor at Connect Community Charter School is to help middle school students and elementary school students and their families overcome problems that impede learning and social growth, and to personally and directly assist in preparing them to make life decisions. Additionally, his or her role is to establish effective communication between home and school and improve community outreach and training opportunities for Spanish-speaking parents and families.

Duties and Responsibilities

1. Contact parents and families through phone calls, home visits and meetings at school or district site in order to encourage participation in school activities and events.
2. Contact outside community agencies for the purpose of seeking resources and activities that will increase participation in school and parent training opportunities.
3. Provide interpreting services in English and Spanish for parents, teachers, and administrators during parent/teacher conferences, school meetings, parent workshops, evening events at schools, and any other type of activity where communication is required in the Spanish/English language by school personnel.
4. Work with students on an individual or small group basis in the solution of personal problems as related to peers, home and family, health, and emotional adjustment.
5. Be available to students so as to provide counseling that will lead to increased personal growth, self-understanding, and maturity.
6. Maintain communications with administration, faculty, and parents so as to better meet the needs of each student.
7. Be an active participant in the Connect Study Team and Behavior Support Team.
8. Recognize the extent of his/her training and refer to other specialists those pupils whose problems go beyond his/her skills.
9. Perform such other tasks and assume such other responsibilities as may be assigned by the School Director.

Qualifications of the Community Liaison

- Must be Fluent in English and in Spanish
- Must have flexibility to work some evenings and weekends
- Bachelor's Degree; degree/credential in social work and/or counseling preferred
- Strong communication and public speaking skills in English and Spanish
- Ability to work positively with other parents and school personnel

Terms of Employment

This is a part-time (15-20 hours per week) position. Days and times to be negotiated. Salary/wages commensurate with education and experience (range \$18 - \$35 per hour).