

Foresthill Union School District

JOB DESCRIPTION

Community Liaison and Communications Specialist

Purpose:

Under general supervision from the Superintendent or designee, the role of the Community Liaison and Communications Specialist is to provide every parent/guardian and every family with support and assistance in ensuring that FUSD students can access the district's outstanding instruction and meaningful experiences, enabling each student to reach their full potential. The Liaison maintains effective communication and access to relevant and essential information among the district and its staff, families, and programs, facilitating community agency referrals, encouraging parent and family involvement in the school, fostering trust between parents and the educational community, and fostering higher academic achievement through collaboration with school personnel. Moreover, the Liaison will work with staff to ensure FUSD's website and social media outlets are updated regularly so all parents/guardians, students, staff, and community members have equitable access to information.

Essential Job Functions and Responsibilities:

- Update Foresthill USD's website
- Support staff with access to various district-approved online platforms and other parent/guardian communication strategies
- Collaborate in developing parents/community communication planning
- Develop, implement, and monitor social media outreach
- Draft and design materials such as fliers, bulletins, newsletters, and brochures
- In collaboration with district and site leadership, plan, organize and support parent/guardian and community extra and co-curricular activities
- Support the facilitation of surveys and data collection to support families, staff and district strategic planning
- Knowledge of goals and actions in FUSD's Local Control and Accountability Plan
- Contact parents/guardians and families through electronic communications and meetings at the school site in order to encourage participation in school and/or District activities.
- Assist facilitation of county and community activities, including volunteer opportunities
- Maintain confidentiality within the scope of duties
- May work flex hours in order to attend after-school meetings
- Perform other related duties as assigned

Employment Eligibility:

- A successful candidate must provide proof of employment eligibility and verification of the legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Experience within a public agency including writing, editing, designing, and layout of publications and use of social media, preferred.

Experience: Prior employment experience within the communications and public relations sectors, and experience with social media and website operations and maintenance.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively with teachers, parents/guardians and families, administrators, students, and staff in a wide variety of situations
- Ability to prioritize and complete assigned projects and tasks with minimum supervision and direction
- Knowledge of District computer software and programs
- Possess strong organizational skills
- Working knowledge of Multi-Tiered Systems of Support and Positive Behavior Interventions and Supports
- Demonstrate an understanding of District and school site policies, procedures, and objectives

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Physical Requirements: (including but not limited to)

- Lifting, carrying, pushing and/or pulling up to 50 lbs. without assistance
- Climbing, balancing, stooping, kneeling, crouching
- Manual dexterity

The above lists of essential functions and physical requirements are not exhaustive and may be supplemented as necessary.

Evaluation:

- Probationary employees shall be evaluated at least once during their probationary period and shall be advised in writing during their eleventh month of employment whether or not they will be recommended for continued service, pending a satisfactory evaluation. (Article 3.1.3 of CSEA agreement)
- Observation, general supervision, and formal evaluation by Superintendent or designee annually

Work Environment: Work is performed in an office or school environment and involves contact with staff, students, and remote service providers.

FLSA Status: Non-exempt
Employee Group: Classified
Contract Days: 191
Salary Grade: Classified Salary Schedule, Range 4
Supervisor: Superintendent

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Board Approved: 06/20/2023