



JOB POSTING #71
PLEASE POST

The City School District of Albany, New York
An equal /affirmative action employer
APSUE Employment Opportunity

<u>Date of Posting:</u>	September 26, 2017
<u>Position(s):</u>	Community Engagement Team Liaison (2 positions)
<u>Location(s):</u>	William S. Hackett Middle School
<u>Hours:</u>	4 Hours per day
<u>Salary:</u>	\$20,000 annually
<u>Deadline for Applying:</u>	October 10, 2017

General Statement: The Community Engagement Team Liaison will be responsible for working in partnership with the District community engagement team to implement the community engagement plan. The responsibilities include coordinating and developing strong connections between school and home including making home visits. The incumbent will create and sustain a welcoming environment and establish partnerships with families. The incumbent will answer phones and return messages in the home language to meet the needs of our families. The work is performed under the direct supervision of the School Improvement Supervisor with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is not a responsibility of the class. This is a competitive Civil Service position, testing is required.

Responsibilities:

- Works collaboratively with the School Improvement Supervisor to support their efforts to enhance connections between school and home
- Expand engagement with families and community members to promote the community engagement plan
- Develop strong connections between home and school including making home visits
- Answer telephones and return messages in the home language
- Coordinates distribution of relevant and timely materials to community partners
- Does related work as required
- Other duties may be assigned*

Essential Skills and Abilities: To perform this job successfully, an individual must be able to perform each of the outlined major responsibilities and duties satisfactorily. The responsibilities mentioned are representative of the knowledge, skill and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions. An individual must have strong interpersonal skills and the ability to collaborate with all stakeholders.

Qualifications:

- Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and (1) year of satisfactory work experience and thorough knowledge of the District and community: **OR**
- Graduation from high school with three (3) years of satisfactory work experience and thorough knowledge of the District and community: **AND**
- Fluent in Spanish or Karin preferred

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

All applications will be accepted through OLAS

<https://www.pnwbooces.org/olas/#!/default>

Office of Human Resources
Academy Park
Albany, New York 12207

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