

SSS: Parent/Teacher Liaison

<u>Reports to:</u>	Principal
<u>Supervises:</u>	None
<u>Term of Employment:</u>	10 months
<u>Salary:</u>	Parent Liaison - 56
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **High School diploma required**
 - **Two years of college preferred**

Purpose: To support, coach, and mentor at-risk students to succeed in school, providing them resources to support their behavior and academic needs

Essential Job Functions:

- Works directly with the classroom teacher and administration to support at-risk students
- Facilitates communication with teachers and parents of at-risk students
- Monitors and responds to necessary behavior records for data collection
- Works with staff to create student behavior and action plans
- Meets with students individually and/or in small groups to develop strategies to improve behavior
- Serves as a mentor and motivator for all students
- Helps students overcome barriers to success
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, kneel, crouch, key requiring repetitive motions
- use visual acuity in preparing and analyzing written or computer data
- visually inspect small defects and/or small parts
- operate a variety of machines, motor vehicles, hand, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- communicate by spoken word to express or exchange ideas and convey detailed or important instructions to others accurately, loudly, or quickly
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment
- communicate effectively orally and in writing
- establish positive relationships with students
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- work with both children and adults with disabilities
- talk and hear: (Talking: expressing or exchanging ideas by means of spoken words/ Hearing: perceiving nature of sounds by ear)