

## **SCHOOL DISTRICT LIAISON (BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for developing, monitoring and coordinating programs for school districts. The programs may include but are not limited to home school students, No Child Left Behind (NCLB), district testing, regional spelling bee, Arts in Education and other special projects. Work is performed under the general supervision of the Principal/Superintendent. Supervision may be exercised over clerical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative only)** Oversees implementation of the following programs in accordance with respective rules and regulations: No Child Left Behind (NCLB), school districts home school students; educational disputes; school districts testing coordination, Project SAVE and special projects as assigned. Monitors students comings and goings; May develop plans for students to establish goals for achieving organizational and communication skills, strategies for success and special concerns; monitors home school student files including written reports and requirements; Functions as liaison between parents and school; May investigate educational disputes and requests from parents/guardians and the school. May write and develop grants including but not limited to budget development and monitoring; May research, identify needs and develop additional and future program offerings; Participates in meetings as required; Completes reports on various programs components as required or requested; May require home visits.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good listening skills; Good understanding of youth and adult needs; Good organizational skills; Ability to communicate effectively both orally and in writing; Ability to work independently; Ability to keep records accurately; Ability to maintain strict confidentiality; Knowledge of school based programs; Tact; Courtesy; Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in business, public relations, journalism, liberal arts and sciences, communications or related field and two years of full-time paid or its part-time paid equivalent in program development and management experience.

Adopted 10/2/08