

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

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| Position Title: Liaison for Minority Issues | Department: Instructional |
| Immediate Supervisor's Position Title: Director of Student Services | FLSA Status: Non-exempt |
| Band/Grade/Subgrade: | Bargaining Unit: |

Job Summary:

The Liaison for Minority Issues facilitates communication between minority students, their families and Northfield Public Schools. The Liaison for Minority Issues encourages and empowers all minorities to become active participants in the educational activities and programs of their children. The primary purpose of this position is to ensure successful education for all minority students.

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

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| Duty/Responsibility No: | 1 | Statement of duty/responsibility: Interacts with students and families at risk to enhance and support the student's educational experience and ensure success. |
| Percent of Time: | 30 | |

Tasks involved in fulfilling above duty/responsibility:

- Arranges and makes home visits to provide or collect information.
- Participates in school meetings and/or conferences as needed.
- Consults with teachers specializing in English as a Second Language as required.
- Develops preventative plans to reduce road blocks to student success.
- Present during testing and IEP meetings regarding minority students with special needs.

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| Duty/Responsibility No: | 2 | Statement of duty/responsibility: Encourages and empowers minority students and their families to participate in educational activities and programs. |
| Percent of Time: | 5 | |

Tasks involved in fulfilling above duty/responsibility:

- Plans and facilitates activities to bring families together at school such as Familias en Accion meals to orient parents and identify issues.

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| Duty/Responsibility No: | 3 | Statement of duty/responsibility: Facilitates and improves communication between the Northfield Public Schools, students and families at risk. |
| Percent of Time: | 15 | |

Tasks involved in fulfilling above duty/responsibility:

- Provides language interpretation between school staff, students, and families as needed.
- Translates written material as necessary.
- Provides resources for teachers and acts as liaison between the school staff and families at risk.

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| Duty/Responsibility No: | 4 | Statement of duty/responsibility: Provides conflict resolution when needed, including but not limited to: absenteeism, tardiness, difficulty with school work, behavior issues, multicultural awareness, discrimination and social issues. |
| Percent of Time: | 25 | |

Tasks involved in fulfilling above duty/responsibility:

- Advises parents of incidents of conflict involving their student.
- Arranges for tutors to mentor students as necessary.
- Arranges for and visits homes to escort students to school in cases which require intervention.
- Collaborates with the School District Human Rights Officer to investigate allegations of racism and discrimination by participating in meetings with parties involved and providing input to school officials for corrective action.
- Assists with crisis situations involving minority students which require immediate action.

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| Duty/Responsibility No: | 5 | Statement of duty/responsibility: Participates in and assists with development of programs to provide diversity training and awareness for students and staff. |
| Percent of Time: | 10 | |

Tasks involved in fulfilling above duty/responsibility:

- Assists in curriculum development for students.
- Attends relevant diversity related workshops to provide continued awareness of diversity issues.
- Serves as adult advisor to the high school and middle school diversity clubs. Encourages student leadership, assists with planning activities and field trips to build cultural awareness.
- Participates in community diversity groups and activities, and assists with proactive plans to ensure inclusiveness of all cultures and groups within the community in the educational experience.
- Assists with programs to promote a better understanding between cultural and ethnic groups within the community.

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| Duty/Responsibility No: | 6 | Statement of duty/responsibility: Assists with enrollment of new students in the Northfield Public Schools. |
| Percent of Time: | 15 | |

Tasks involved in fulfilling above duty/responsibility:

- Provides orientation for new students to the school building layout and school procedures.
- Refers families to resources for obtaining required immunizations, winter clothing and other needs.
- Assists kindergarten parents with choices for first grade programs.
- Assists with pre-school screenings as needed: makes contact with families, explains the process and facilitates communication.

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| Duty/Responsibility No: | 7 | Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned. |
| Percent of Time: | | |
| Tasks involved in fulfilling above duty/responsibility: | | |

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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| EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following: | | | |
| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | |
| | less than high school diploma | Associate of Arts degree or a two-year college or technical school training. | |
| | High school diploma or GED. | Major field of study or degree emphasis: | |
| | 1 year college x 2 years college | | |
| | 3 years college 4 years college | | |
| | Doctorate level | | |
| | 1st year graduate level | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of Spanish. • Fundamentals of special education procedures, requirements and administrative functions. • Knowledge of school district policies, procedures, and guidelines. • Knowledge of cultural issues, concerns and community resources within the school district and its community. • Knowledge of case management tools, applications, documentation requirements and regulations. • Knowledge of the application and use of computers, business productivity software/applications such as Word, Excel, E-mail programs and other office productivity software utilized by the department in the performance of the job. | |
| | 2nd year graduate level | | |
| | Doctorate level | | |
| Required Work Experience in Addition to Formal Education/Training: At least one to three years of prior work related experience | | | |
| Required Supervisory Experience: | | | |
| LICENSE/ CERTIFICATION | Identify licenses/certification required upon hiring: <ul style="list-style-type: none"> • Valid State of Minnesota Driver's License. | | |
| ESSENTIAL SKILLS REQUIRED TO PERFORM THE | Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. | | |

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| WORK | <ul style="list-style-type: none"> • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and officials. • Providing outreach services, informational services and serving as a liaison between the community and district in matters of cultural issues. • Providing information and serving as a resource to instructional staff concerning cultural issues, problems and needs. • Ability to work well with people, including resolving interpersonal conflicts. • Ability to relate to diverse populations, cultures and languages. • Translation skills for both verbal and written language in spanish. • Computer skills with productivity software utilized by the department in the performance of the job. |
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| RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS | | |
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| | Titles of Positions Directly Supervised | # of Employees |
| 1 | | |
| TOTAL | | |

| INDIRECT SUPERVISION: | |
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| Number of employees indirectly supervised: | Total: |

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| HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | Risks associated with home visits include unleashed dogs, dealing with angry, hostile or uncooperative individuals, and neighborhoods where there is gang activity. Some home visits are scheduled in the evening after school hours. |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
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| <u>Employee is required to:</u> | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | x | | |
| Walk | | x | | |
| Sit | | | x | |
| Use hands dexterously (use fingers to handle, feel) | | | x | |
| Reach with hands and arms | | | x | |
| Climb or balance | x | | | |
| Stoop/kneel/crouch or crawl | | x | | |
| Talk or hear | | | | x |

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| Taste or smell | | X | | |
| Physical (Lift & carry): up to 10 pounds | | X | | |
| up to 25 pounds | | X | | |
| up to 50 pounds | X | | | |
| up to 75 pounds | X | | | |
| up to 100 pounds | X | | | |
| more than 100 pounds | X | | | |

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History: