

SCHOOL DISTRICT OF WAKULLA COUNTY

District Office Support Liaison

JOB DESCRIPTION

TITLE: District Office Support Liaison

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. High School Diploma or equivalent **or** Associate's Degree with a concentration of office courses **or** a graduate of an Office Management Vocational Program
2. Word process between 40-60 or better words per minute
3. Have a background in administrative and office management duties and procedures
4. Knowledge of and accomplished in use of Office Software applications
5. Additional training as needed to accomplish liaison tasks with various schools and departments, including legal aspects, multi-tiered system of supports, ESE, and discipline/placement procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible administrative and secretarial duties necessary to support the School Board and District Office. Extensive knowledge of the organization, operation, program and goals of the District. Knowledge of federal, state and District rules, regulations and policies. Considerable knowledge of office practices and procedures and operation of office equipment. Good oral and written communication skills. Knowledge of methods of data collection. Ability to collect, evaluate and analyze data relating to administrative functions such as accounting, personnel, payroll, purchasing, and report writing. Ability to prepare correspondence and administrative reports. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel and general public. Ability to manage multiple projects and tasks simultaneously in stressful situations. Ability to serve as a communicator and liaison between the District Office and school centers. Ability to prioritize tasks and supervise office personnel. Ability to review documents for compliance and adherence to policy and statute.

REPORTS TO: Superintendent or Designee

JOB GOAL

To perform the administrative and communicative duties and responsibilities to assure the smooth and efficient operation of the District Office and school centers.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Assist the School Board by planning, organizing, implementing and coordinating assigned tasks.
2. Maintain the School Board calendar, including Board Meetings, associated travel, deadlines, and communication of commitments.
3. Prepare and disseminate agendas for School Board meetings.
4. Attend School Board meetings and assist the Superintendent and Board by recording and preparing minutes and maintaining historical files of School Board Meetings.
5. Assist the School Board in compliance background data and information on issues and/or topics as requested by the Superintendent.

6. Assist with student expulsion materials, such as expulsion letters, waivers and final orders and disseminating information to appropriate parties.
7. Oversee and manage the general operations of the District Office.
8. Provide support for Instructional Services in the area of Multi-tiered System of Supports.

Inter/Intra-agency Communication and Delivery

9. Receive and review incoming correspondence, reports, materials and communications, independently prepare replies to inquiries not requiring attention the Superintendent and rout correspondence requiring special attention to appropriate personnel.
10. Communicate with School Board members and District and school administrators concerning School Board meetings, official functions, meetings and any other pertinent information.
11. Assist School Board members as directed by the Superintendent.
12. Interface with others concerning items that are needed after School Board approval and make required copies of agenda attachments.
13. Oversee and manage incoming telephone calls, including those that require intervention and communication of information.
14. Support communication between departments and schools to assure support for students and staff.
15. Serve as a liaison with schools as needed for parent meetings and overall support.
16. Prepare, facilitate, and maintain discipline placement records and decisions.
17. Serve as the charter school liaison.
18. Keep the Superintendent informed of potential problems.

Employee Qualities/Responsibilities

19. Maintain effective working relationships with School Board members, District and school personnel, parents, media representatives and the general public.
20. Assist in greeting and orienting any District clerical personal assigned to the Superintendent’s office.
21. Respond to requests from the staff or public as directed by the Superintendent or designee.
22. Maintain confidentiality.

System Support

23. Develop an extensive knowledge of the organization and programs under the Superintendent’s jurisdiction.
24. Develop an extensive knowledge of student support programs under Instructional Services in order to facilitate support between schools and the District.
25. Maintain current information on District policies and programs and process routine matters within established policies without the need for supervision.
26. Prepare and maintain reports for out of zone and discipline.
27. Maintain a parent call log.
28. Prepare required reports and maintain all appropriate records.
29. Maintain confidential files and records related to School Board actions.
30. Supervise assigned personnel
31. Follow all School Board policies and procedures.
32. Demonstrate support for the School District and its goals and priorities.
33. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

PHYSICAL REQUIREMENTS: Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Annually by the Superintendent or designee

Performance of this job will be evaluated in accordance with the provision of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: 40, Level VII