

Innovative Education Management, Inc.

Job Description

Job Title: Local Educational School Liaison
Department: All Departments
FLSA Status: Exempt
Office Location: Home Office
Prepared By: Janet Marsh & Becky Cote
Prepared Date: April 2007

Summary: Works independently in the field (local school area) under the direction of the School Directors to act as a local educational liaison as needed for all departments. Oversees BTSA and school program operations in the field and performs administrative duties as noted below. The Educational School Liaison represents the school to the school board/parent council and the local community and ensures accountability in their areas of responsibility.

Essential Duties and Responsibilities: include the following: (Other duties may be assigned.)

- Acts as the BTSA Service Provider for ESs whose credentials require BTSA.
- Locates and makes arrangements for local spaces for school meetings as needed (Assessment sites, ES meetings, parent meetings, etc.).
- Acts as local assessment (CAHSEE, STAR, PFT) oversight coordinator (responds to needs at individual test sites, coordinates needs between local test sites, responds to discipline issues at test sites, handles parent complaints initially at test sites, etc)
- Meets with local parent groups who want to obtain more educational information about the school.
- Is available by request from any ES to interface with any school approved service vendor on educational issues as needed.
- School approved service vendors with educational questions regarding serving our students may contact this person as needed.
- Attends/arranges for school board/parent council meetings as needed; is local attendee per Brown Act.
- Oversees/responds to educational requests from the school board/parent council subcommittees.
- Focus group leader for WASC parent committee, as needed.
- Attend conferences as requested.
- Responsible for school educational grants (locates appropriate grants, applies for grant, ensures accountability).

Supervisory Responsibilities:

This position has no personnel oversight/evaluation responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

A current teaching credential and one year ES experience required. A satisfactory ES Evaluation must be on record. Prior school admin position of any kind is preferred.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database software, Spreadsheet software, and Word Processing software.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk/hear. The employee must occasionally lift and/or move up to 35 pounds. The employee must have available transportation and be able to drive up to 200 miles in a day. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.