

**School District of Santa Rosa County  
Job Description**

**Teacher on Special Assignment for Parent/Community/Student Engagement Liaison**

**Reports To:** Principal  
**FLSA Status:** Exempt  
**Department:** School Based  
**Prepared by:** Human Resources  
**Date:** May 12, 2022  
**Job Code:** 20325

**Primary Duties and Responsibilities (Essential Functions):**

- Assist in the development of Title I Parent/Community/Student Engagement activities and events
- Plan, organize, and oversee after hours parent/community/student engagement activities and events
- Organize stakeholders and community resources to be involved with parent/community/student engagement activities and events
- Advertise, promote, and communicate information regarding parent/community/student engagement activities and events through local media, social media platforms, and school/district website.
- Identifies, analyzes, and proposes solutions for problems encountered in the parent/community/student engagement activities and events
- Establishes and maintains cooperative relations with students, faculty, staff, parents, and stakeholders
- Assist principal in development and maintenance of Title I Budget, especially regarding parent/community/student engagement activities
- Coordinate all Title I documentation
- Maintains accurate, complete, and correct records as required by applicable laws, policies, procedures, and regulations regarding Title I
- Insure appropriate budgetary record keeping while working with school bookkeeper
- Prepare and submit required reports and maintain appropriate records
- Download all Title I documentation into appropriate platform
- Prepare for, and oversee, audits for Title I compliance
- Work directly with school principal and serve as a liaison for the planning, oversight, and compliance of Title I with the Director of Federal Programs
- Serves as liaison between parents and the school regarding early interventions with truancy
- Participates in activities for continued professional growth
- Attends trainings for Title I compliance and oversight
- Attends and participates in staff meetings
- Provides own method of transportation to various locations when required
- Assists in the interpretation and implementation of applicable district, state and federal policies, laws, and regulations to staff, agencies, and school sites
- Performs other related duties/tasks as required by school site supervisor

**Supervision Received:**

School Site Principal

**Supervision Exercised:**

N/A

**Minimum Qualifications & Skills Required:**

- Bachelor's Degree or higher from an accredited institution
- Currently holds or eligible for Florida teaching certificate in any area.
- Five (5) years of successful teaching experience.

**Preferred Qualifications & Skills:**

- Previous experience with program planning and development, administration of budget, program evaluation, and involvement with parent/community/student engagement activities.
- Master's Degree preferred

**Physical Demands:**

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

- Approved Instructional Compensation Plan
- Teacher position paid from the instructional salary schedule
- Up to 20 days of summer work (if approved annually in Title I budget)
- 7.5 hours per day

**Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

**Conclusion:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.