

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

---

## **JOB DESCRIPTION**

### **POSITION**

COMMUNITY LIAISON

### **DEFINITION OF POSITION**

Under supervision by the principal, to act as liaison between the school and the community.

### **EXAMPLES OF DUTIES**

- Work to develop improved school and community relations
- Coordinate special events and activities
- Publish the school newsletter
- Develop and implement parent education sessions
- Facilitate the connection to community service organizations
- Coordinate the school's conflict resolution program
- Assume responsibility for school public relation activities with local media
- Coordinate the Instructional Technology Center extended hours program
- Facilitate the school's community volunteer program
- Assist with the school's student recognition program
- Other duties as assigned by the principal

### **DESIRABLE QUALIFICATIONS**

- Knowledge of:*
- Public relations
  - Reading and writing skills
  - Computers and word processing
  - Organizational skills

- Ability to:*
- Have flexible hours
  - Plan and manage time and projects
  - Have creative ideas regarding school and community relationship
  - Have enthusiasm for working with the school staff and community members
  - Speak Spanish

### **EXPERIENCE**

Previous work experience in a school environment and experience working with children and adults is desirable.

### **EDUCATION**

Equivalent to the completion of the twelfth grade.