

## **Campus & Liaison Coordinator**

### **Job Description**

#### **Required Credentials:**

- High School Diploma

#### **Preferred Credentials:**

- Associates Degree
- Previous experience in similar role
- Experience in an educational setting

#### **General Requirements:**

- Must pass a criminal background check
- Punctual and daily presence at the school unless excused as allowed in the staff handbook
- Flexibility of schedule allowing for evenings and weekends as required
- Attendance at required and recommended trainings
- Ability to move around the building throughout the day
- Ability to lift 30 lbs on an occasional basis
- Ability to communicate daily orally, using the telephone, and using a computer
- Acceptance and commitment to the school's mission statement
- Notify employer of any accommodations required to fulfill employment skills and responsibilities

#### **Position Requirements:**

- Excellent communication skills
- Ability to convey a welcoming attitude
- Ability to listen and identify issues and problem solve
- Willingness to reach out to families including home visits
- Ability to show sensitivity in dealing with sensitive matters
- Ability to show care for children
- Ability to remain calm and resolve conflict
- Ability to pay attention to details and meet deadlines
- Ability to prioritize tasks
- Willingness to take on additional tasks or duties
- Ability to maintain strict confidentiality
- Adhere to all school policies
- Attend trainings as requested

#### **Responsibilities/Essential Duties:**

- Work to enhance our school climate in a manner aligned with the mission and vision of the school
  - Be visible whenever possible in the hallways, commons, and busing areas
  - Seek to know students and be aware or sensitive to issues
  - Provide leadership in modelling positive, respectful, and welcoming climate
  - Take an active role in promoting acceptance, appreciation of differences, and a bullying-free environment
  - Supervise lunchroom and playground
  - Oversee student movement throughout the building
  - Ensure that school security measures are adhered to throughout the school day
- Behavioral intervention
  - Correct student behaviors in a manner that is appropriate, respectful, and consistent with the school mission and policies
  - Work with the administration in developing strategies for dealing with moderate to serious level offenses
  - Monitor student behavior and communicate professionally to parents

- Communicate with teachers, staff, and administration in investigation situations
- Attend IEP meetings as requested
- Report continuing issues or concerns to the administration
- Provide support and assistance in resolving student and family issues which impact schooling
  - Meet and counsel with students as necessary
  - Actively reach out to establish relationship with family support systems
  - Be responsive to parents who reach out to you and engage in problem solving
  - Facilitate outreach to social services or other external support systems as necessary
  - Keep administration informed on an as needed basis while exercising strict confidentiality
- Coordinate the school truancy intervention program
  - Work with administration to review attendance records
  - Communicate attendance information or concerns to families
  - Develop a school truancy intervention plan
  - Become familiar with county truancy reporting practices and requirements
  - Make referrals to county when appropriate
  - Follow through with county and families as necessary
- Assist with other administrative tasks
  - Participate as a member of the school crisis management team
  - Assist with supervision of lunchroom and hallways
  - Welcome parents and visitors when available
- Perform other duties assigned by the Executive Director

**Employment Terms:** This is a non-exempt position and qualifies for overtime pay as outlined in our employee handbook. FIT Academy is an at-will employer. FIT Academy and/or employees may terminate employment at any time with or without cause. This is an hourly paid 9 month position with reduced hours at various times of the year. All other terms and conditions of employment are as stated in the employee handbook.

**Evaluation:**

This position is evaluated using a process compliant with state law and outlined under *Goal Setting & Evaluation Process for Non-Licensed Personnel* in the employee handbook.

**Application:**

To apply for this position, email a cover letter, attached resume, and list of 3 references to: [employment@fitacademymn.org](mailto:employment@fitacademymn.org)

For more information on FIT Academy visit: [www.fitacademymn.org](http://www.fitacademymn.org)

***FIT Academy is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind***