



## **POSITION OPENING**

### **MIDDLE SCHOOL ACADEMIC LIAISON**

The position of Middle School Academic Liaison provides services to support middle school student academic success. The position is designed to establish liaison with school, home, and community. This position works in collaboration with the principal, assistant principal, teachers and counselors. In addition, this position is supported by Communities in Schools of Renton, a partner non-profit organization. The work will be performed at one individual middle school site in the Renton School District, in collaboration with existing services offered to elementary and high schools. This position will require daytime and evening work, offering an annual contract to be renewed based on performance.

#### **Essential Functions**

1. Works collaboratively with school personnel (e.g., teachers, counselors, administrators) to identify students at risk for academic failure and design; implement and monitor customized services to address attendance, academic and /or behavior issues impeding success.
2. Works collaboratively with CISR staff to coordinate access to basic needs/services and mentoring sessions for middle school students (and their families) who may be at-risk of academic failure.
3. Serves as liaison between school, family, and community to address issues of organization, attendance, behavior, and academic progress which may be affecting academic success for middle school students.
4. Maintains/shares current information on community agencies, emergency assistance, and resources in order to serve as a resource to students and their families in locating community services that may be of assistance to them.
5. Communicates consistently with RSD staff, CISR staff, and community agencies concerning individual student/family needs, program planning, activities, goals, and progress. Facilitates individual meetings and group conferences related to needs, interests, and concerns of parents/caregivers or staff.
6. Maintains timely and accurate records on student/family contacts, plans, and outcomes.
7. Facilitates involvement of families in school-related activities (e.g., parent meetings, school events, home projects).
8. Facilitates, coordinates, and supports volunteers in the school building; serves as liaison for the CISR Mentor Program
9. Communicates consistently and openly with RSD and CISR staff concerning individual student needs, student activities, goals, progress, and program planning. Participates regularly (e.g., bi-weekly CISR staff planning meetings) and as needed in staff meetings (e.g., parent-teacher conferences).
10. Participates in professional development opportunities as identified by supervisors and as available.
11. Assists students and their families in identifying their own strengths and needs; develops plans to support their growth. Plans, facilitates, and/or provides training based on needs. Conducts family/home visits as necessary to assist in accessing training and community social services.

12. Serves as homeless (McKinney Vento) liaison for identified middle school and high school students; works with families to address issues such as transportation, readiness for school, connecting with community resources.
13. Works in conjunction with, and submits monthly reports to, the District Homeless Liaison.
14. Maintains regular attendance; adheres to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
15. Performs other duties consistent with the scope and intent of the position.

### **Minimum Qualifications**

1. Bachelor Degree required (degree in Education, Social Services, Human Services or related field preferred).
2. Two years of work experience in a like or related position (e.g., social worker, teacher)
3. Demonstrated aptitude and ability to successfully perform the responsibilities listed.
4. Training and/or experience working with diverse socio-economic, racial, ethnic, and cultural populations.
5. Ability to communicate effectively, both oral and written, with individuals/groups of all ages backgrounds and educational levels.
6. Ability to speak second language (Spanish) preferred.
7. Ability to maintain confidentiality.
8. Ability to work independently with minimal supervision.
9. Ability to remain flexible to changes in assignments or situations.
10. Ability to maintain timely and accurate records; ability to conduct data collection efforts.
11. Ability to establish and maintain effective working relationships with students, parents, volunteers, school district staff and the community.

### **SALARY**

Salary is determined by placement on the District salary schedule, plus fringe benefits.

### **EMPLOYMENT INFORMATION**

Benefits: Consistent with Professional -Technical Agreement.

### **APPLICATION**

Interested candidates should apply online at [www.rentonschools.us](http://www.rentonschools.us). All candidates should apply specifically for individual positions to ensure consideration for each opening in which you are interested.

#### **Out of district applicants**

In addition to the online application, out of district applicants are required to submit the following:

- 1) A current resume containing a summary of education and work experience.
- 2) At least two current letters of recommendation from employers and/or volunteer work.

### **In-district applicants**

In-district applicants should click on “district employee” within the online system and apply specifically for positions available. In addition, in-district applicants are required to submit the following:

- 1) A current resume containing a summary of education and work experience.
- 2) At least two current letters of recommendation from employers and/or volunteer work.

Our mailing address for supplemental application materials is the Renton School District Human Resources Department, 300 SW 7<sup>th</sup> Street, Renton, WA 98057. Please call 425-204-2350 if you need assistance. For further information about the Renton School District, please visit our website at [www.rentonschools.us](http://www.rentonschools.us).

**Applicants selected for hire will be required to provide a social security card for payroll purposes prior to beginning employment.**

**Verification of identity and United States work authorization must be completed before employment commences. Successful Washington State patrol Check and FBI fingerprint report, in accordance with state law, is required for continued employment.**

The Renton School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability in its programs and activities, domicile, marital status or political activity. TITLE IX COORDINATOR, Sheryl Moore, Asst. Supt., Human Resources, 425.204.2370, [sheryl.moore@rentonschools.us](mailto:sheryl.moore@rentonschools.us); SECTION 504/ADA COORDINATOR & COMPLIANCE COORDINATOR, Vera Risdon, Asst. Supt., Dept of Learning and Teaching, 425.204.2318, [vera.risdon@rentonschools.us](mailto:vera.risdon@rentonschools.us) The District will take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services for vital communications or transitional bilingual education programs, contact Vickie Damon, Dir. of Categorical Programs, 425.204.2410 or [vickie.damon@rentonschools.us](mailto:vickie.damon@rentonschools.us). See also, District Policies and Procedures No. 3207, 3210, 5003, 5005 and 5006 for complaint procedures.

For information regarding other job openings in the Renton School District, please **visit our website at** [www.rentonschools.us](http://www.rentonschools.us)