

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Alaska Native Education (ANE) Liaison	
<i>Supervisor:</i> Building Principal/Administrator and ANE Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 or 12 months	<i>Grade:</i> 6

Job Summary

The Alaska Native Education (ANE) Liaison will provide support to Native students and be a liaison between the student, parent, school, and community support or service groups to reduce low attendance, truancy, and dropout rates.

Essential Job Functions

Checks daily attendance for ANE students.

Informs principal and teachers of the home school/attendance liaison services available.

Creates and maintain accurate records of attendance, home visits, daily contacts, referrals, etc. and submits to the ANE coordinator on a regular basis.

Acts as an advocate for students to assure the students' educational rights and responsibilities are being met.

Acts as a resource person for students and teachers by assisting students in identifying problems and possible solutions, assisting teachers by arranging conferences with parents, and providing follow-up services as needed.

Assists with clarification of school policies and expectations, as needed.

Assists the student in improving communication with teachers, counselors, and/or parents, as necessary.

Provides community resource persons at request of teacher or building administrator.

Helps identify students with special needs, i.e., child neglect and/or abuse, sudden changes in family situations, illness, physical needs, and refer through proper channels for assistance.

Acts promptly on referrals from parents, counselors, staff members, and district administrators. with parental consent in circumstances that would be safe for the employee and beneficial to the student.

Maintains close contact with parents of marginal or problem students, making use of home visits and telephone.

Encourages parents to be more actively involved in their child's education by volunteering in school; inviting them to the ANE room for a visit; accompanying them to conferences, as needed; being a resource person; and being an active listener.

Works within the school system and abides by the policies and regulations as established by the school board and negotiated agreement.

Attends and assists at ANE events, such as but not limited to potlucks, family/academic nights, and leadership activities

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Computer, telephone, fax machine, and copier machine.

Independent Decisions

Makes routine job related decisions.

Primary Working Contacts

ANE director, students, academic staff, administrators, parents, and community members.

Responsibility for Cash, Equipment, Safety

Responsible for technology equipment assigned i.e. computers, printers, iPads, etc. Safe operation of personal vehicle during home visits, meetings and other driving responsibilities associated with the job.

Supervision Received and Exercised

None given; receives instruction orally and in writing from program directors and/or building administrator.

Unusual Working Conditions

None.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent; if the position is subject to federally highly qualified requirements, 48 hours college credit or an associate's degree or completion of the Para Pro assessment will be required.
2. Must be knowledgeable of and have past experience working with the Native community.
3. Demonstrates strong oral and written communication skills in English, in addition to record-keeping, time management, and organizational skills.
4. Must be able to relate and be sensitive to Native students; additionally, must be able to relate to and communicate effectively with teachers and other staff.
5. Must have capability to work independently without constant supervision.

The following is preferred:

1. Experience working with students and parents is desirable.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.