

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Project Liaison-Mentoring for Success Through Education	
<i>Supervisor:</i> Assistant Superintendent	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months (196 days, 3.75 hrs/day)	<i>Grade:</i> 6

**Job Summary**

The project liaison will serve as the point of contact for Big Brothers Big Sisters (BBBS) of Alaska staff in the coordination, implementation, and evaluation of the mentoring for success through education project.

**Essential Job Functions**

Identifies potential student participants in designated schools based on below proficient scores on 3<sup>rd</sup> grade standards based assessment tests.

Assists BBBS staff obtain permission for student participation and the use of parent's PowerSchool password with their consent.

Sends student referrals to BBBS staff.

Serves as liaison between BBBS staff and school personnel to arrange student enrollment interviews, match meetings and activities, and match support visits.

Collaborates with classroom teacher(s) in determining cultural and academic needs of students and communicate those needs to BBBS staff.

Works with classroom staff to promote coordinated services to children and families.

Maintains record of services for all students served.

Communicates student progress to FNSBSD and BBBS staff.

Coordinates with school and other intervention teams.

Assists BBBS grants evaluator with arranging interviews and collecting student data (with parental permission).

Assists BBBS staff with compiling and disseminating information for progress reports.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Standard office equipment including personal computer, printer, fax, copy machines, audio-visual equipment, and other education related equipment.

### **Independent Decisions**

General knowledge and understanding of the funding requirements are critical to making decisions related to creating and sustaining appropriate matches.

### **Primary Working Contacts**

Department, school, and administrative staff of FNSBSD, BBBS, students, parents, elders, community organizations, and the public.

### **Responsibility for Cash, Equipment, Safety**

Responsible for computer equipment as assigned.

### **Supervision Received and Exercised**

None given; oral and written regular assignments and observation from assistant superintendent.

### **Unusual Working Conditions**

Multiple locations and attendance at evening and/or weekend events.

### **Evaluation**

Annual written performance evaluation by assistant superintendent.

### **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, must have either 48 hours college credit or an associate's degree or successful completion of the Para Pro assessment.
2. Must be knowledgeable of and have past experience working with school age students.
3. Demonstrates strong oral and written communication skills, in addition to record-keeping, time management, and organizational skills.
4. Must be able to relate to and communicate effectively with teachers and other staff.
5. Must have capability to work independently without constant supervision.
6. Ensure a safe, nurturing, and healthy environment for students.

**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.**