

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the performance level related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring a staff member. The job duties referenced here are examples and may change from time to time.

**1. Job Summary**

- a) Hourly, non-exempt, full-time regular, non-supervisory position.
- b) The Community Liaison –
  - i) is responsible for working closely, in an academic capacity, with the San Xavier District (SXD) Community and teachers, counselors, and all schools where SXD students are enrolled.
  - ii) ensures quality educational services for all SXD Community youth and adults in or out of school.
  - iii) has daily contact with children and adults of all ages.
- c) Supervised by the Education Program Administrator.
- d) Salary Range – NE5.

**2. Responsibility**

- a) Essential Duties
  - i) Acknowledges and greets all visitors and District employees politely and professionally.
  - ii) Answers incoming calls at the front desk as needed.
  - iii) Coordinates the tutoring program by seeking volunteers and scheduling.
  - iv) Conducts home visits with parents/guardians to encourage them to participate in school activities and actively participate in their children’s educational progress.
  - v) Conducts home visits with youth who have dropped out of school and encourages continued education through various programs and resources.
  - vi) Monitors students’ attendance records and acts on findings with permission from parents.
  - vii) Works closely with school counselors and academic advisers during the school year by making weekly school visits with advisors and students to ensure students stay on track for a successful school year.
  - viii) May be physically present at schools when suspensions and expulsions occur, follow up with home visits, and recommend alternative education or other resources.

- ix) Teaches and prepares lesson plans and materials for the SXD Education Department's After School Program (ASP).
- x) Tutors and assists children, individually and in small groups, to help them master assignments and reinforce learning concepts presented by the teacher.
- xi) Supervises students on the San Xavier Education Center's property (e.g., classroom, halls, cafeteria, parking lot) and while on field trips.
- xii) Assists with requests made to the Education Committee, such as financial requests and clothing grant applications.
- xiii) Arranges, provides, and maintains records of transportation of parents to schools, community meetings and/or workshops.
- xiv) Chaperones on outings and/or out-of-town trips.
- xv) Transports program participants of all ages, including but not limited to –
  - a) parents to and from schools for school events.
  - b) GED students.
  - c) out-of-town transportation when on approved travel.
- xvi) Recruits parents to volunteer in the schools and SXD Education Program activities.
- xvii) Recruits students for GED classes.
- xviii) Researches, plans, and develops student incentive programs and ceremonies.
- xix) Coordinates with teachers, administrators, and counselors to plan parent workshops and arranges for speakers in education-related areas.
- xx) Prepares and submits monthly activity reports to the Education Program Administrator and the Education Committee.
- xxi) Distributes program information to school personnel, parents, and the community.
- xxii) Plans, develops, and coordinates prevention activities for middle school and high school youth via programs such as but not limited to Voices of Our Youth (VOY).
- xxiii) Shops for groceries and materials, cooks, and provides snacks to students in Education programs when directed.
- xxiv) Participates and attends school events and VOY volunteer events with staff and students throughout the year.
- xxv) Attends and participates in departmental and All-Staff, and other job-related meetings and trainings.
- xxvi) Maintains confidentiality of all sensitive information.
- xxvii) Performs other duties as assigned and executes other responsibilities and projects as necessary

### 3. Knowledge Skills & Abilities

- a) Resourceful and well organized.
- b) Knowledge of –
  - i) the O’odham language, history, and culture.
  - ii) school systems and structure, including classroom instruction methods.
  - iii) junior college, university, and other post-secondary education processes.
  - iv) modern office practice and procedures, including efficient filing systems.
- c) Ability to –
  - i) maintain confidential and sensitive information.
  - ii) follow verbal and written instructions.
  - iii) communicate effectively, verbally, and in writing.
  - iv) speak in front of a group setting.
  - v) supervise and discipline classroom participants.
  - vi) work indoors and outdoors.
  - vii) work in a classroom environment.
  - viii) get along with diverse personalities.
  - ix) establish and maintain good working relationships with individuals of varying social, cultural, and educational backgrounds.
  - x) to travel, including overnight, as assigned.

4. Working Conditions

a) Environment

Hot  Noisy  Dust/Fumes   
 Cold  Outdoors  Chemicals

Contact with substance that could cause allergic reactions:  
 Yes  No  Describe: contact with substance that could cause allergic reactions  
 Other:  Explain: Glues; contact cement;

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling				✓	
Climbing Ladders				✓	
Climbing Stairs	✓				
Collating/Filing	✓				
Digging				✓	
Dialing		✓			
Hearing		✓			
Lifting/Carrying 25lbs.	✓				
Lifting/Carrying 50lbs.				✓	
Lifting/Carrying 75lb.s				✓	

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	
Using Keyboard		✓			
Vehicle Operation		✓			
Walking	✓				
Writing		✓			
Other:					

5. Qualifications

- a) Some college courses and at least one (1) year experience in a similar position, or a combination of training and education, which demonstrates the ability to perform this position’s duties and responsibilities.
- b) Able to obtain a fingerprint clearance card before hire and maintain clearance every six (6) years.
- c) Valid AZ Drivers License with no DUIs or major traffic offenses within the past three (3) years.
- d) Bi-lingual – O’odham/English preferred.

Per the Indian Preference Act (Title 25, US Code, Section 472 & 473), the San Xavier District gives preference when filling vacancies to (in sequential order):

- (1) enrolled members of the San Xavier District
- (2) enrolled members of the Tohono O’odham Nation
- (3) enrolled members of other nations or tribes
- (4) all other qualified candidates

San Xavier District is committed to providing Equal Employment Opportunities.

**Reviewed and Approved By:**

Employee Acknowledgement: \_\_\_\_\_ Effective Date \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Effective Date \_\_\_\_\_

Next Level Supervisor: \_\_\_\_\_ Effective Date \_\_\_\_\_

***San Xavier District is an “Alcohol/Drug-Free Workplace.”***