

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6001
Pay Grade: D09

FLSA: Non-Exempt
Non-Rep

21st Century iClass Community Learning Liaison
REPORTS TO: Director, Family and Community Involvement
SUPERVISES: Not applicable
QUALIFICATIONS: Graduation from a standard high school or possession of a GED, with one (1) year of demonstrated experience in family and community relations area. Demonstrated proficiency in computer literacy.
MAJOR FUNCTION
The 21 st Century iClass Community Learning Liaison supports the implementation, execution, and delivery of the iClass Learning Center program districtwide. The liaison is responsible for the day to day operation of a site-specific iClass Learning Center program as a liaison between community stakeholders, program contractors, school administrators, and district program administrators.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Oversees daily operations of the 21st Century iClass Community Learning Program• Provides support to staff to include assisting in assigning and monitoring work, ensuring training, resolving conflicts, in interviewing applicants, and evaluating program staff• Facilitates planning meetings to develop, organize, and schedule daily activities, materials, and supplies• Communicates information to parents, community stakeholders and district staff• Inventories and orders materials, resources, supplies, and equipment for daily activities and for special projects• Facilitates parent or vender meetings to develop and implement changes to the program• Performs site visits to verify compliance with staffing guidelines related to grant award agreements and program operating procedures• Monitors/tracks the status of the 21st Century iClass Community Learning Program• Ensures proper reporting and administration of requirements• Ensures that support services are provided to the program and community• Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
Issued: 5/13, LM, BOARD APPROVED: 7/30/13

21st Century iClass Community Learning Liaison

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				