

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT, COMMUNITY LIAISON 91011**

**QUALIFICATIONS:**

- (1) High School Diploma required;
- (2) College degree preferred; or evidence of progress towards a degree;
- (3) Possess a valid Florida Driver's License and safe driving record.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated ability to work well with students, principals, teachers, parents, and other community representatives. Possess positive people skills.

**REPORTS TO:**

Superintendent of Schools

**JOB GOAL**

**To serve as a liaison between the Putnam County School District and entities including parents, students, school personnel, local government officials, and other community groups and organizations. Responsible for organizing, planning publicizing, coordinating and conducting various outreach programs involving the School District and the Community. Promote the involvement of parents, and other community groups and organizations in the development of relationships between students and the school, and the school, home and community.**

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Demonstrate effective team building skills which promote and establish a positive climate in all interactive endeavors.
- (2) Use discretion in handling situations that require confidentiality.
- (3) Demonstrate effective oral and written communication skills.
- (4) Plan for and promote positive public relations.
- (5) Establish systematic procedures for identifying, developing, and accomplishing mutual goals within the school system and community.
- (6) Provide leadership in establishing program priorities and develops appropriate timelines to facilitate the accomplishment of the goals and objectives of the position.
- (7) Assist the administration with special projects, reports, and surveys as assigned.
- (8) Act in accordance with District policies/procedures, philosophies, and state/federal regulations.
- (9) Consistently follow, maintain, and conform to District policies/procedures and state/federal regulations.
- (10) Participate in the development and review of school policies and regulations when it comes to community relations.
- (11) Select, suggest and follow appropriate channels for the resolution of problems, issues or concerns.
- (12) Maintain and submit required appropriate needs assessments and reports results in a timely manner.
- (13) Develop, implement and assess parent involvement activities and provides feedback to all community stakeholders.
- (14) Serve as a liaison between the school, staff, students and community.
- (15) Attend essential meetings between the District and community groups and organizations.
- (16) Any other duties assigned by the Superintendent.

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**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed.

**TERMS OF EMPLOYMENT:**

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 those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.