Job Description

Job Title: NWLSD KISR Building Liaison

Classification: Supplemental

Salary Schedule: $1,500.00 stipend annually (fixed)

Department: School Buildings

Reports To: NWLSD building administrator, and/or department administrator

FLSA Status: Non-Exempt

Date: October 2022

Approved by: Northwest Local School District Board of Education

Job Summary: To monitor and implement a remediation-based program in one or more of the basic educational areas for each student assigned and report out outcomes to KISR Leadership team members.

Job Qualifications:

1. Currently employed in a role in a building assigned.
2. Teaching licensure preferred
3. Such alternatives to the above qualifications as the board may find appropriate and acceptable

Essential Duties:

1. To develop appropriate short-term objectives for each student assigned to the KISR tutorial service.
2. To communicate with regular classroom teachers, building administrators, and KISR Leadership team members sharing the current status and outcomes of those students in the care of HCJFS Foster care and the KISR tutorial program, to assure the coordination of service needs and communication between professionals.
3. To keep records of student progress which coordinate with those currently existing goals and objectives for each student.

4. To provide updated educational evaluation data on those students in the tutorial program.
5. To evaluate student progress through the implementation of both formal and informal assessment materials to determine eligibility for continued placement.
6. To monitor the provision to students receiving tutoring the opportunity to develop those skills identified as unique needs requiring special services.
7. To be familiar with state and local assessments in order to best prepare students
8. To treat personal and sensitive information about students and parents in a confidential and professional manner consistent with Board policy and FERPA.
9. To establish positive and healthy relationships with students and motivate them to stay engaged with school.
10. To establish and maintain effective communications with students, parents/guardians, staff members, and KISR leadership members.
11. To share all suspected cases of child abuse with the building principal.
12. To be familiar with and incorporate the curriculum materials and resources available for the tutoring program.
13. To dress appropriately and show care for personal appearance.
14. To abide by all of the policies and guidelines of the Northwest Local School District applicable to teachers.
15. To perform such other related duties as may be assigned by the administration.

Other Duties and Responsibilities:

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgment** - Exhibits sound and accurate judgment; Includes appropriate people in the decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Terms of Employment: Varies based on student calendar and district needs

Title: KISR Building Liaison

Employee: _____ (print name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

_____ _____

(Superintendent or designee) (Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

_____ _____

(Signature) (Date)