

## **STUDENT SERVICES LIAISON/COMMUNITY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves providing student services in support of the overall academic goals and objectives of an educational institution through coordination of a community service project for elementary and middle school youth. The position may involve responsibility for such things as recruitment of youth, collaborating with human service agencies to develop coordinated service plans, outreach to the community to identify potential projects that provide opportunities for youth to plan, implement and reflect on community service accomplishments, and provide assistance to classroom teachers to integrate community service experiences into the curriculum. The work is performed under general supervision with wide leeway given to perform duties and responsibilities of the position.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Performs recruitment activities targeted to students, community businesses and educators;

Disseminates information, makes presentations, and conducts a variety of public relations activities to ensure that the community is informed about the community service programs;

Reviews referrals of youth to the program to determine placement;

Assists youth in the completion of all paperwork to enroll into the program;

Completes a community needs assessment with youth to identify community resources and community service opportunities;

Maintains statistics and records on program participants, including attendance, academic performance, referrals for behavior, etc.;

Facilitates group sessions for youth to plan, implement and reflect on program activities;

## **STUDENT SERVICES LIAISON/COMMUNITY SERVICES**

### **Page 2**

Assists teachers and school staff on integrating community service activities into curriculum;

Educates teachers and school staff on resources available in the community and how to access supportive services;

May make home visits to meet with parents;

Assesses and evaluates program effectiveness, services, or projects and makes recommendations for improving the quality of the program;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

TERISTICS: Good knowledge of the educational system; good knowledge of compulsory education laws; good knowledge of current accepted methods for collection, analysis, and interpretation of statistical data including the use of a personal computer; working knowledge of dealing with juvenile justice and human service agencies; ability to establish rapport with students and to effectively interact with them in a school or community setting; ability to express ideas clearly both orally and in writing; ability to maintain order in a classroom situation; and ability to plan and implement work-based learning projects.

### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant Associates' Degrees or higher and one year of experience as a Teacher Assistant, Social Worker Assistant or similar position involving direct interaction with youth; or
- (B) Graduation from high school or possession of a high school equivalency diploma and three years experience as a Teacher Assistant, Social Worker Assistant or similar position

## STUDENT SERVICES LIAISON/COMMUNITY SERVICES

### Page 3

involving direct interaction with youth; or

- (C) An equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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