

STUDENT SERVICES LIAISON

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing student services in support of the overall academic goals and objectives of an education institution. The position may involve responsibility for such things as identifying, monitoring, and resolving attendance problems, monitoring student disciplinary problems, conducting outreach functions, and performing such other services as the district determines. Although employees in this class will work under general supervision, the position will call for significant direct interaction with students and will require independent performance of most job duties. The position does not involve providing specialized professional services such as therapeutic counseling, social work, or related services.

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.*

Maintains an awareness of laws, rules, regulations, and district policies pertaining to student attendance and/or discipline;

Investigates incidents in which an attendance or discipline problem is indicated;

Confers with district staff concerning attendance or disciplinary matters;

Participates in individual or group sessions to discuss individual attendance or discipline matters;

Works with students, teachers, other school staff, and persons in parental authority to resolve attendance or disciplinary matters;

Compiles and maintains statistical data regarding enrollment, attendance, and other data related to assigned duties;

Contacts attendance office daily to report on attendance problems or issues;

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May provide assistance to facilitate the alternative instruction program by supervising the conduct of assigned students;

Contacts teachers required to meet with students assigned to the alternative instruction program;

May assist in transporting students to and from programs when there are extenuating circumstances;

May conduct parental outreach activities when such contact is indicated as necessary;

May provide assistance to teachers in conducting classroom activities;

Keeps records and prepares reports regarding assigned activities;

May assist Social Workers and Administrators with records needed by the courts.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of student attendance and disciplinary policies, rules, regulations and requirements; good knowledge of compulsory education laws; ability to establish rapport with students and to effectively interact with them in handling attendance or discipline problems; ability to maintain order in a classroom situation; ability to express ideas clearly both orally and in writing; good judgment; and patience.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's Degree; or
- (B) Four (4) years of experience as a Teacher Aide, Social Work Assistant, or similar position involving direct interaction with children; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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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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NYS Civil Service Commission Approval:

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