

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

COURT LIAISON

QUALIFICATIONS:

- * (1) Master's Degree from an accredited educational institution in School Administrative and Supervision.
- * (2) Minimum of five (5) years of teaching experience.
- * (3) Proficiency in School Law or graduate-level courses in School Law.
- * (4) Minimum of three (3) years experience dealing with the court system and attorneys.
- * (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary an appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to interpret all applicable federal and state laws and rules and School Board policies affecting areas of responsibility. Ability to communicate effectively, both orally and in writing. Possess analytical skills for problem solving. Ability to organize, manage time and prioritize duties. Knowledge of school law. Knowledge of Juvenile Justice System.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To assist School Board Attorney(s) with procedures and laws in order to provide maximum efficiency and educational opportunities for all students and to assist School District Administrators in resolving difficulties that may arise which disrupt the educational atmosphere.

SUPERVISES:

Secretary

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Administer procedures and decisions dealing with student expulsion, teaching suspensions and dismissals, arrest reports and unions.
- * (2) Conduct or assist in conducting due process hearings for the School District involving students and employees.
- * (3) Assist with and recommend course of action in legal proceedings; such as, court appearances, depositions, subpoenas and others.
- * (4) Assist attorney(s) in gathering facts to defend School Board employees when accusations are made against them.

COURT LIAISON (Continued)

- * (5) Work with School District officials, the State Department of Education, law enforcement and other community agencies in investigations of child abuse and neglect, missing children or runaways.
- * (6) Assist with disruptive situations on school campuses, including child custody matters, kidnapping and riots.
- * (7) Assist in the annual updating of the Student Rights and Responsibilities Handbook.
- * (8) Receive and follow-up on adjudicated youth reports.
- * (9) Serve as a liaison to the court when student records have been requested by the parents or ordered by the court and provide information on cases involving law enforcement.
- * (10) Assist in scheduling and/or attending expulsion hearings and formal hearings regarding students recommended for disciplinary action.
- * (11) Attend School Board meetings and workshops as directed by the Associate Superintendent or Superintendent.

Inter / Intra-Agency Communication and Delivery

- * (12) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and community.
- * (13) Interact with parents, outside agencies, businesses and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (14) Respond to inquires or concerns in a timely manner.
- * (15) Keep the Superintendent informed, through appropriate channels, of potential problems or unusual events.
- * (16) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- * (17) Keep well informed about current trends and best practices in areas of responsibility.
- * (18) Maintain expertise in assigned areas.
- * (19) Maintain a network of peer contacts through professional organizations.
- * (20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (22) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (23) Serve on District, state or community councils or committees as assigned or appropriate.
- * (24) Represent, consistently, the District in a positive and professional manner.
- * (25) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (26) Provide leadership and direction for the assigned areas of responsibility.
- * (27) Exercise proactive leadership in promoting the vision and mission of the District.
- * (28) Provide oversight and direction for cooperative planning with other agencies.
- * (29) Set high standards and expectations for self and others.
- * (30) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (31) Facilitate problem solving by individuals or groups.

COURT LIAISON (Continued)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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.

Job Description Supplement No. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 10

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002