



SHIPROCK ASSOCIATED SCHOOLS, INC.

P.O. BOX 1809

SHIPROCK, NM 87420

Phone: (505) 368-2100 | Fax: (505) 368-2076

www.sasischools.net

Liaison Position Description

Department	NWHS	Reports To	NWHS Principal
Salary Range	Based on appropriate salary structure	Classification	Non Certified
		Supervises	
Contract Days	210	Effective Date	
Type of Position	Full Time	Revised Date	March 18, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy and dependable manner with students, teachers, administrators, parents and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license.

POSITION PURPOSE

This position implements SASI's In-School Suspension Behavior Modification Program and Student Discipline Program.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Complies with and supports all Shiprock Associated School's policies and procedures.
- Integrates the School Philosophy and Mission Statement into the area of work.
- Assists in transporting students to and from specific destinations as needed in order to meet students' specific academic, medical, disciplinary, and/or residential needs.
- Removes and receives students from regular classrooms.

- Works with teachers to obtain student assignments and assist students with their assignments.
- Assists students in developing successful study habits and help them learn ways to avoid situations that result in discipline.
- Works with the teachers, counselors, residential personnel & school security in addressing student behavior concerns.
- Coordinates with the Student Services Department and Dorm Manager in making contact as needed to the student's parents/guardians via letter, telephone, or home visits.
- Assists with special education notifications when necessary.
- Serves as a representative for the school in the community and coordinates and schedules events with community resources and agencies.
- Works with athletic coordinator on communicating eligibility and attendance concerns.
- Maintains accurate records of student attendance and incidents/behavior in the Native American Student Information System (NASIS).
- Works with building secretaries in coding reasons for student's absences and tardiness and maintain information for documentation.
- Develops attendance reports as required/requested by administrative team.
- Delivers of attendance letters according to SASI Policy.
- Works as a liaison between school and media outlets such as the newspaper, radio, and television as approved by the Executive Director.
- Maintains a log of daily visits to community entities.
- Prepares truancy files for students not meeting attendance requirements and submit to the appropriate building supervisors.
- Attends all staff/faculty meetings.
- Assumes responsibility for his/her professional growth through an ongoing program of readings, workshops, seminars, conferences, and/or advanced course work at institution of higher learning.
- Performs other duties as assigned, within your scope of practice.

MANDATORY MINIMUM QUALIFICATIONS

Experience:

Three (3) years of direct work experience, specifically working with students considered to be at risk.

Education:

Associate Degree special education or related field.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent customer service and interpersonal relationship skills.
- Ability to work effectively with students, parents, teachers, administrators, residential staff and community members.

- Ability to work evenings as needed.
- Knowledge of geographical areas served, and cultures represented.
- Knowledge of or prior experience in special education.
- Strong verbal, written, interpersonal skills, and computer skills.
- Knowledge of computers and computer software including Microsoft Windows and Microsoft Word.
- Ability to organize and prioritize work and to meet deadlines.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.

PREFERRED QUALIFICATIONS

- Bilingual (Diné/English).

ENVIRONMENT

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Evaluation:

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

Mental Demands:

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO PREFERENCE

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

OTHER

All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Reviewed By: _____

Title: _____

Approved By: _____

Title: _____

ACKNOWLEDGMENT

I have reviewed the content of the Liaison position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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Employee (printed name)	Employee (signature)	Date
 <hr/>	 <hr/>	 <hr/>
Supervisor (printed name)	Supervisor (signature)	Date