



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Military Family Liaison

Salary Block: 304

Reports To: Principal/Supervisor

Terms of Employment: 183 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose for this position is to serve as the district's liaison to the military families in the district.

Qualifications:

Education/Certification/Requirements:

- High School diploma/equivalent or higher
- U.S. Residency
- Must be a U.S. Military veteran or military spouse (preferred)

Special Knowledge/Skills:

- Knowledge of unique military transitional issues
- Ability to read, write, and speak English
- Ability to work with professional staff, children and adults
- Ability to follow verbal and written instructions
- Ability to carry out responsibilities in a prompt and efficient manner
- Good organization, communication and interpersonal skills
- Ability to communicate clearly to parents
- Ability to assist military families in transition with school information

Experience:

- Documented experience and understanding of military transitional life (preferred)
- Experience working with students and parents (preferred)

Major Responsibilities and Duties:

1. To assist in the creation of a welcoming attitude on their respective campus.
2. Reports to the principals or his/her designees, on transitional issues for the parent or child.
3. Communicates with principals, teachers, students and parents.
4. Exercises emotional stability, patience, tact and good judgment in all situations.
5. Models good oral language.
6. Interacts with children on campus.
7. Interacts with military parents.
8. Keeps the military leadership aware of family and school issues.
9. Advocate for the District to the military community.
10. Advocating and providing program information and support to military families with children of disabilities.
11. Upholds and adheres to safety rules and policies of the SISD safety program.
12. Supports the goals and objectives of the school district and follows all district policies.
13. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
14. Performs other duties as determined through discussion with the supervisor.

Military Family Liaison

- 15. Provides optimal customer service to all students, employees, parents, community, members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Maintains emotional control under stress, works with military family needs, issues, and public school dynamics.

Physical Demands/Environmental Factors: Some in district travel and some evening meetings as a representative of the school to the military family.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact the Chief Human Resources Officer: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.