

[Go Back](#)**NASSAU COUNTY****Title : SPECIAL ASSISTANT FOR
COMMUNITY RELATIONS****SCHOOL DISTRICTS****Code: 060160 EIA****CLASS SPECIFICATION****Page : 1 of 1****Exempt****GENERAL STATEMENT OF DUTIES**

Under general direction, performs responsible liaison work between the school administration, faculty, and parents and pupils. Performs related duties as required.

COMPLEXITY OF DUTIES

An employee in this class is responsible for maintaining a sound and effective community relations program to insure an amicable atmosphere between parents, pupils and the school administration with particular emphasis in dealing with children and their families from impoverished homes. The work involves exercise of considerable independent judgment in accordance with precedents and well-defined policies.

TYPICAL DUTIES

1. Maintains liaison between school administration, faculty and parents and pupils.
2. Visits homes to encourage parents to become actively engaged in school activities.
3. Ascertains causes of children's absences and submits reports of absence investigation.
4. Provides assistance to pupils in connection with their homework.
5. Cooperates with community groups in providing clothing for needy children.
6. Supervises children at various bus stops to insure no incidents occur.
7. Prepares written and oral reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the basic principles and practices of social work.
2. Some knowledge of current social, economic and health problems and the available resources.
3. Ability to establish and maintain rapport with children, parents and teachers.
4. Ability to analyze and observe specific situations and report them accordingly.
5. Ability to prepare concise and clear reports.

MINIMUM QUALIFICATIONS**Training and Experience**

A Bachelor's Degree from a recognized college or university
and

One year of experience in social work.

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