

**NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT  
JOB DESCRIPTION**

**Position Title:** NOSS School and Family Engagement Liaison

**Department:** Northwest Outdoor Science School

**Location:** As Assigned

**Reports To:** NOSS Principal

**FLSA Status:** Non Exempt

**Bargaining Unit:** Classified, OSEA

**Compensation:** Classified Salary Schedule, Support Services J

**Work Days:** 190

Prepared Date: 11/2022

**NW REGIONAL ESD'S MISSION STATEMENT**

*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

**GENERAL DESCRIPTION:**

This position visits schools in the region to make connections and engage with families to ensure students are comfortable with attending Outdoor School, as well as help students prepare for the Outdoor School experience. Responsibilities include running activities for students in the classrooms to inform students of overnight programming and hosting events and parent FAQ sessions.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Possess a valid Oregon State Driver's License

**KNOWLEDGE, SKILLS, and ABILITIES:**

1. Bilingual, preferred
2. Ability to work with diverse people, be patient and willing to help parents, and/or students with questions, and provide resources, etc.
3. Requires schedule flexibility, in order to work weekend and/or evening hours when needed.
4. Ability to complete accurate and timely reports.

5. Ability to develop a liaison role between the home, school and community.

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Work in elementary and middle schools to ensure that Outdoor School is accessible to all students.
- B. Provide assistance as a liaison between the home and school.
- C. Promote activities between students, parents, educators, and communities and assist schools and parents to organize Outdoor School.
- D. Develop and implement data collection strategies to increase attendance at Outdoor School sites.
- E. Conduct empathy interviews with students, school staff members, and families from historically underserved and marginalized communities in order to better understand their reasons for choosing to attend or not attend Outdoor School and what would help them feel more comfortable attending.
- F. Network with other agencies providing services to migrant students to ensure a coordinated service- delivery system.
- G. Recruit out-of-school students into educational programs.
- H. Work collaboratively and communicate effectively with staff and customers at all organizational levels
- I. Perform other duties and responsibilities as assigned.

### **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations

- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

### **LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

### **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy.

### **REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **WORK ENVIRONMENT:**

Work is generally performed in a standard office setting. Travel to various sites may be required.

#### **Daily:**

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

#### **Weekly:**

- Ability to perform job and communicate in a noisy environment.

- Travel to various sites may be required.

**Required Physical Demands of Essential Functions and Responsibilities:**

The physical demands 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 of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***

**Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.



Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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