

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

JOB DESCRIPTION

Stakeholder Engagement Liaison

Supervisor: Building Administrator/
Stakeholder Engagement
Director

FLSA Status: Non-Exempt **Employee Group:** Differential

Qualifications:

1. Valid Teaching Certificate or School Service Personnel Certificate
2. Valid transcripts, certification, and pre-employment requirements per the district and the state of Illinois
3. Good working knowledge of web based applications as related to district technology

Terms of Employment:

- Year to year based on funding

Duties and Responsibilities:

1. Serve as a liaison to help support district and building initiatives related to communication and stakeholder engagement.
2. Assist with the development and maintenance of district web pages and other district approved technology communication avenues (i.e. Facebook, Twitter).
3. Assist teachers with use of technology tools for communication purposes.
4. Meet with Director of Stakeholder Engagement as needed.
5. Participate in training as needed for position.
6. Keep current with best practices and requirements as they relate to your job assignment.
7. Represent the Harlem School District in a professional manner.
8. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.