

**Lancaster ISD Job Description**  
**Human Resources Department**

**Student Success Liaison**

**Job Title:** Student Success Liaison

**Exemption Status:** Non-Exempt

**Reports to:** Principal

**Pay Grade:** Administrative Support 4

**Dept./School:** Assigned Campus

**Days:** 202

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**Primary Purpose:**

Meet the needs of students' parents through parent advisory coordination and home visits.  
Assist with the assessment and placement of students, as necessary.

**Qualifications:**

**Education/Certification:**

High school diploma or GED  
Some college, preferred

**Special Knowledge/Skills:**

Proficient skills in keyboarding, word processing, and file maintenance  
Effective communication, and interpersonal skills  
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing  
Knowledge of basic accounting principles

**Experience:**

One to three years public education experience, preferred

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Prepare and translate correspondence, forms, reports, etc., for the department using a personal computer
2. Compile pertinent data as needed when assisting with preparing various state and local reports.
3. Maintain physical and computerized departmental files
4. Maintain and update student records as needed.

**Accounting**

5. Perform routine bookkeeping tasks, including simple arithmetic operations, for the department
6. Assist with the preparation of purchase orders and payment authorizations.

**Other**

7. Coordinate Parent Advisory Committee meetings, office communication.
8. Answer incoming calls and take reliable messages.
9. Maintain a schedule of appointments with parents and key stakeholders.
10. Maintain confidentiality of information.
11. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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Employee signature

Date