Community Liaison Officer, Rouse Hill Public School: Casual

Job Description:
A position is currently available at Rouse Hill Public School for a casual Community Liaison Officer (CLO).

Goal:
To strengthen, promote and facilitate effective partnerships and networks among school staff, students, parents, caregivers and the wider community

Roles and Responsibilities:
- To be a point of contact between the community and Rouse Hill Public School;
- Promote the Bilingual/Mandarin program within the community;
- Assist with Kindergarten & Year 7 Transition;
- Provide information on school and community services;
- Promote RHPS within the media;
- Provide opportunities to involve parents in school activities;
- Liaise with families to help them better understand student learning; and
- Perform other duties as requested by the Principal.

The Community Liaison Officer (CLO) will represent the best interests of the school and the community and should have a genuine interest in obtaining the best for both, while building relationships with people from many different backgrounds.

The CLO will report to the Principal.

Specific Criteria:
The successful applicant will need to be innovative, display initiative, be able to manage their time and be highly organised with exemplary interpersonal skills. The successful applicant will have a strong understanding of the Rouse Hill Public School community.

Interested applicants are invited to forward a 2 page application, addressing the listed specific criteria, as well as a resume (no more than 3 pages), to Mr Peter Thompson, Principal at rousehill-p.school@det.nsw.edu.au. Please include the details of three referees. Applications close at 4pm, Wednesday 8 August, 2012.