

COMMUNITY LIAISON

Purpose Statement:

The job of Community Liaison is done for the purpose/s of facilitating administrative processes; ensuring operation in compliance with county, state and/or federal requirements; providing information on services available to eligible students and families; conveying information regarding school and/or district activities and procedures; and referring families to other agencies.

Essential Functions

- Assists students, staff, teachers, parents and community members (e.g. applications for services, transporting parents, translating for non-English speaking parents, etc.) for the purpose of providing and/or conveying information and other services required by parents or teachers.
- Communicates with parents on behalf of school for the purpose of ensuring that an ongoing partnership between the home and school is formed, and language barriers are removed.
- Conducts parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or making appropriate referrals.
- Contacts parents at their homes for the purpose of obtaining information about students, which helps teacher and providing information to parents about the school and its policies and programs.
- Coordinates with community leaders and organizations for the purpose of building resources and expanding program capabilities.
- Organizes various activities (e.g. Fall Festival, book fairs, fundraisers, talent show, Cinco de Mayo festival, Parent Volunteer Day, etc.) for the purpose of providing support to the school and parents, showcasing students' talents and abilities, and celebrating the diversity of the community.
- Performs record keeping and clerical functions (e.g. scheduling, copying, newsletters, translation, craft activities, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials for students or materials sent to parents.
- Recruits parent volunteers for the purpose of assisting teacher in classroom activities.
- Translates written materials for the purpose of assisting students, teachers and parents in communicating effectively.
- Transports students and/or parents for the purpose of providing access to medical appointments and school conferences and/or community assistance.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Participates in various meetings as may be required for the purpose of receiving and/or providing information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: fluent in a second language; operating standard office equipment using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: community resources and principles of a community services program; concepts of grammar and punctuation

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, setting priorities; providing customer service; organization; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Cisfd 18