

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Parent Liaison

**DEPARTMENT/DIVISION:** Alternative Programs

### **POSITION SUMMARY:**

Under general supervision of the Director of Alternative Programs, the Parent Liaison facilitates increased parent involvement in the District. The Parent Liaison serves to establish effective communication between families, schools and the community, improve community outreach, and facilitate training opportunities for parents or guardians which will support academic achievement for students. This is a ten month position with a flexible schedule.

### **ESSENTIAL FUNCTIONS:**

1. Contact parents/guardians and families through electronic communications, home visits, and meetings at school sites in order to encourage participation in school and/or District activities and events.
2. Provide information to parents/guardians concerning District policy and procedures such as registration, curriculum, assessment, and discipline as stipulated in school site and District policies.
3. Facilitates explanation of school and program goals and objectives to the community.
4. Attend and participate in school site and District parent/guardian meetings.
5. Contact parents to encourage participation on school committees or attend special events at the school or District level, including but not limited to English Learners Advisory Committee (ELAC), Title 1 Parent Advisory Committee, Gifted and Talented Education (GATE) Committee, Local Control Action Plan (LCAP), Stakeholder meetings and parenting programs.
6. Serve as a contact for parents/guardians to call with questions or concerns about school programs, specific activities and events.
7. Draft and design materials such as flyers, bulletins, newsletters and brochures for special events.
8. Maintain a directory of school, District and community services available to meet social and personal needs of school families.
9. Serve as an information resource for school-wide family involvement efforts and instructional programs.
10. Maintain confidentiality within the scope of duties.
11. Maintains regular and prompt attendance in the workplace.
12. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described. High school diploma or equivalent required. Must have a valid California drivers' license. Must possess oral and written bilingual skills at a level sufficient to fulfill the duties of the position. Parent or guardian of a current or former student of the local learning community preferred.

**SKILLS AND QUALIFICATIONS:**

1. Demonstrate effective oral and written communication skills in English and a second language (Bilingual/Biliterate).
2. Ability to communicate effectively with teachers, parent/guardians and families, administrators, students, and staff in a wide variety of situations.
3. Ability to prioritize and complete assigned projects and tasks with minimal supervision and direction.
4. Knowledge of District and school site computer software and programs for record keeping and communications between the school site, families and the community.
5. Ability to operate standard office equipment, including computers and electronic communication devices.
6. Possess strong organizational skills.
7. Ability to maintain required records and files, and produce clear and accurate informational reports.
8. Demonstrate an understanding of District and school site policies, procedures and objectives.
9. Ability to maintain cooperative working relationships with those contacted in the course of work from a variety of social/cultural backgrounds.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be/have the ability to:

1. Enter data/information into a computer terminal, operate standard office equipment for extended periods of time, and use a telephone.
2. Sit for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Squat, stoop and/or bend over.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at shoulder height for short distances.
9. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with District office staff, school site staff, students, parents, and the public. In addition, the Parent Liaison may perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other school related activities and events.

**SALARY:** Classified Range 28

**DAYS OF SERVICE:** Per the TUSD Classified Calendar for 10 month employees plus a maximum of 5 extra work days prior to the start of the school year.

**APPROVED:** TUSD: 10/13/15