

Laguna Beach Unified School District

Job Description: Community Liaison

BASIC FUNCTION:

Under the immediate supervision of the Assistant Superintendent, Instructional Services, provides communication between the school and the home for improvement of student achievement and parent involvement; to perform clerical and paraprofessional responsibilities related to parent involvement; to provide assistance on school related issues; translate, write, and converse in the designated language, to establish and maintain an effective communication system in English and designated language with parents as appropriate regarding student needs, academic and affective progress and cultural adjustment; and to do related work as may be required. This position is distinguished from other positions by involvement with families and students in the rendering of assistance to help families resolve issues and problems, which relate to the ability of the school to serve students and parents. Although many of the home contacts are of routine nature, assignments in this position include providing community information to families about school and community resources and attempting to get families involved in school programs and activities. The Community Liaison will assist families in communicating with District personnel regarding non-school related issues that affect student achievement. The incumbent must be able to furnish their own car and be willing to drive in the performance of their work.

ESSENTIAL DUTIES:

- Assist with coordination of district parent events, including translation services and child care.
- Contact parents to provide or obtain information which will help teachers and the school improve student achievement.
- Provide information to the parents about the school and its policies and programs.
- Encourage parents to attend and participate in parent advisory committees, volunteer programs, academic workshops, and school functions.
- Translates and interprets materials including school and District policies, programs and activities for parents, school personnel, students and others as requested; translates during parent conferences and other meetings.
- Translate legally required documents for the district, if and when needed.
- Help parents fill out forms and applications.
- Meets with students and parents regarding student attendance; informs advises or directs students and parents on solving attendance related problems; makes home visits as required.
- Provide referrals to community agencies for needs relating to food, clothing, glasses, and medical care.
- Assist the school nurse in the health services needs of the student.
- Attend District authorized or directed meetings i.e., School Site Council, workshops, and County meetings.
- Lead and facilitate the District English Learner Advisory Committee (DELAC) and the English Learner Advisory Committee (ELAC).
- Keep principals and teachers advised of home contacts and any resulting issues or concerns.
- Perform clerical duties related to parent involvement including typing.
- Coordinate the site administration of the annual and initial CELDT assessment and provide student data to administration and staff.
- Coordinate college/university excursions for students.
- Informs students and their families of college/career readiness opportunities.

OTHER REPRESENTATIVE DUTIES

- Participates as directed by supervisor in training programs.

- May provide training and/or modeling to other staff members.
- Other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- General needs and behavior patterns of children.
- Practical knowledge of the cultural value system of language minority students.
- Practical principles of multi-cultural relationships and communication techniques.
- Community resources related to children and parental needs.
- Local school district and its educational goals and objectives.
- Requirements for the California English Language Development Test.
- Record-keeping techniques.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Interpersonal skills; using tact, patience, and courtesy.
- Proficiency in the foreign language and English demonstrating comprehension, proper usage, punctuation, spelling, and grammar, the essential skills required for written translations.
- Operation of a computer work station and other office machines.
- A variety of software programs and their uses.
- District organization, operations, policies and objectives.

Ability to:

- Develop and maintain effective personal relationships with students, parents, teachers, and other school district personnel.
- Understand and interpret school programs, policies, and procedures.
- Counsel and reassure parents and to encourage their participation in school activities.
- Speak before school and community-related groups.
- Communicate in the language of the community.
- Exercise leadership in integrating student-school relationships.
- Organize individual and group programs for parent involvement and student achievement.
- Project a mature, constructive, stable, and healthy attitude in a learning environment.
- Establish and maintain effective working relationships with those contacted in the course of responsibilities.
- Recognize students' academic and social needs.
- Understand and follow both oral and written directions.
- Plan and organize work.
- Operate a variety of office machines including computers, mobile devices, fax machine, calculator, copiers and other duplicating equipment.
- Operate a variety of software programs.
- Keep records and perform clerical tasks related to parent involvement.
- Drive a vehicle; observing legal and defensive driving practices.
- Communicate effectively in a second designated language (in addition to English).

MINIMUM QUALIFICATIONS:

Experience:

A minimum of one year experience in community services programs or related areas; required to speak, read and write in the Spanish language.

Education:

Any combination equivalent to: graduation from high school and sufficient training to demonstrate the knowledge and abilities, and one (1) year of related experience involving public contact. Training or professional certification in interpretation and translation is desired.

Licenses:

Possess and maintain a valid California Driver's License (Class "C" minimum) and validation of insured.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:**Environment:**

- Primarily indoor, office or classroom environment.
- May work in outdoor conditions.
- Driving a vehicle to conduct work.
- Moderate noise level.

Physical Requirements:

- Ability to talk and hear to exchange information.
- Ability to frequently stand; walk; use hands to finger, handle, or feel; and reach with hands and arms, and occasionally sit and stoop, kneel, or crouch.
- Ability to frequently lift and/or move objects weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to

- prioritize assignments.
- Ability to exchange information in both English and Spanish.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.

SPECIAL REQUIREMENTS:

Applicants must successfully pass the bilingual skill test administered by the District; and, speak, read, and write in English.