

LOMPOC UNIFIED SCHOOL DISTRICT

SCHOOL COMMUNITY LIAISON

PURPOSE STATEMENT:

Under the direction of the Principal, provide parents and volunteers with a connection to the staff and school; provide support to staff and the Parent Teachers Association (PTA) in the planning of activities and events for students and families.

ESSENTIAL FUNCTIONS:

Provide parents and volunteers with a connection to the staff and school.

Provide support to staff in the planning of activities and events for students and families.

Work with the PTA in planning events; attend PTA meetings and provide assistance related to planning processes and practices; work with the treasurer of the PTA to collect money, prepare receipts, and request for payments from teachers.

Maintain a current database of volunteers; create and distribute interest finders for completion by parents; generate and distribute volunteer lists to teachers and other staff as appropriate.

Prepare and distribute flyers, newsletters, e-mails and other informational materials to communicate with parents and volunteers.

Process documentation for field trips for the school; provide trip request forms, obtain proper signatures, and create, maintain and distribute a database of trips according to established procedures; process requests to the District and provide for follow up with confirmation to teachers as trips are confirmed; troubleshoot related issues.

Provide assistance and support to the Building Effective Schools Together (BEST) committee and program; order incentive supplies as needed; plan and facilitate station rotations for students to learn about school expectations and rules.

Operate a variety of standard office equipment including a copier, laminator, computer and assigned software; drive a vehicle to various sites to conduct work.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Attend various events and provide support during events as needed.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Policies and requirements for volunteers.

Record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Basic public relations techniques.

ABILITY TO:

Provide parents and volunteers with a connection to the staff and school.

Provide support to staff and the PTA in the planning of activities and events for students and families.

Meet schedules and time lines.

Prioritize and schedule work.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year working in a community service program or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and evidence of insurability.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Occasional evening or variable hours to attend events.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range:

LOMPOC UNIFIED SCHOOL DISTRICT

STUDENT SAFETY ASSISTANT/CAMPUS LIAISON

PURPOSE STATEMENT:

Under the direction of a Principal or Assistant Principal, patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities; assure student compliance with school and District rules and procedures; serve as campus liaison between the community, parents, school and staff.

ESSENTIAL FUNCTIONS:

Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; assure non-students on campus are authorized visitors; monitor lunch areas, walkways, bus stops, restrooms, parking lots and adjacent areas; monitor student behavior and activity during passing periods and lunchtime; promote positive behavior; assure students arrive to class in a timely manner; enforce school and District rules, regulations and procedures.

Investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; investigate incidents and report instances of graffiti and vandalism; take photos of incidents as appropriate; serve as first responder to student incidents; maintain chain of custody for evidence; prepare students for transport to school nurses' office or ambulance as needed; refer incidents including personal injuries, altercations, suspicious activities, and rule violations to appropriate site personnel.

Escort and direct authorized visitors to desired destinations; provide general information and assistance; escort delinquent, injured, ill or disruptive students to and from administration offices.

Communicate with students, parents, administrators, faculty and staff concerning student behavior and assigned activities; report incidents involving students, personnel and the public to appropriate staff or administrator; provide information to and assist police in matters of illegal student activity; communicate with and mentor at-risk students.

Serve as liaison between the community, parents, school and staff; refer students or parents to school or community resources as necessary.

Monitor attendance of students identified by staff as at-risk due to absences; prepare reports regarding student attendance and behavior; contact parents of students with attendance problems and provide information regarding consequences and suggested intervention methods; prepare School Attendance Review Board (SARB) referrals and attend SARB meetings as requested.

Coordinate and make home visits and parent meetings to obtain information and/or discuss needs and problems involving students and their families; communicate with students and families to discuss attendance issues, assess situations, improve communication, and provide information regarding school policies and programs; refer students and families to outside agencies such as State agencies, medical professionals, counselors, foundations, charities as needed.

Operate a variety of office equipment including a copier, fax machine, printer, computer and assigned software; utilize and respond to calls on two-way radio; operate a golf cart as assigned by the position; drive a vehicle to conduct work.

Attend a variety of meetings and in-service trainings related to safety, current student needs/incidents and related matters.

Transport students when parent transportation and/or District transportation is not available as requested.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Basic methods of individual and group supervision.

Basic interests, attitudes and emotional development of adolescents.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of non-English speaking students.

Oral and written communication skills.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.
Basic first aid and CPR procedures.

ABILITY TO:

Patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities.
Assure student compliance with school and organizational policies, rules and regulations.
Investigate occurrences of property damage and suspicious or criminal activity.
Serve as campus liaison between school staff, students, parents and the community.
Provide information regarding programs and services available to students and families and school and/or District activities and procedures
Establish and maintain contact with families of students.
Learn, interpret, apply and explain rules and regulations.
Prevent or break up student conflicts and fights.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Maintain routine records related to assigned activities.
Determine appropriate action within clearly defined guidelines.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience including some experience working with students or families in community service programs.

LICENSES AND OTHER REQUIREMENTS:

Obtain or possess a valid First Aid and CPR Certificate issued by an authorized agency.
Valid California Class C driver's license and evidence of insurability as assigned by the position.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work as assigned.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.
Seeing to monitor student activities.
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a vehicle.
Physical agility and stamina.
Running.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior.
Contact with dissatisfied or abusive individuals.

FLSA Status: Non-Exempt

Approval Date:

Board Approval Date:

Salary Range: