



COMMUNITY LIAISON/ASSISTANT - BILINGUAL

DEFINITION:

Under the direction of an administrator and/or other departmental supervisor, performs a variety of responsible secretarial and clerical duties and serves as liaison between the District, school, home and community.

DUTIES:

Serves as secretarial support at the district level. Prepares written materials and documents (brochures, newsletters, correspondence, agendas, minutes, bulletins, reports, etc.). Organizes and maintains office records and files, compiles information, completes a variety of reports, and utilizes the computer for word processing, database, and spreadsheet applications. Assists with all educational programs and testing; contacts parents to obtain information about students which will help teachers provide information to the parents about district programs and its policies; makes referrals to community agencies regarding possible assistance to students and their families; assists parents with applications for services; encourages parents to attend and participate in school, district, and community workshops, meetings and advisory committees; translates for non-English speaking parents, assists in maintaining records of student attendance, enrollment and transfer; attends meetings and conferences and takes minutes as required in English or Spanish; assists school support personnel with services to students such as nursing, guidance, testing, nutrition and the like; may act as an informal advisor to students; as requested, accompanies school personnel on home calls regarding student problems; helps organize, and works with parent and community groups; accepts telephone calls from parents soliciting help and advice regarding district programs; assists in the preparation of a variety of reports. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities and performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Community resources and principles of a community services program
- District program requirements and policies
- Organization and management of office functions
- Correct English and Spanish usage, spelling, grammar, punctuation, and arithmetic
- General purposes and goals of general education and special programs
- Word processing, database, and spreadsheet applications (Word and Excel)

Ability to:

- Make accurate arithmetical calculations
- Read, write, and speak fluent Spanish and English
- Type at a net corrected speed of 50 words per minute

- Demonstrate patience, warmth and maturity in dealing with students and parents
- Establish and maintain effective working relationships with those contacted in the course of work
- Understand and carry out oral and written directions in English and Spanish

Experience:

- Prefer practical experience in working with school and community programs

Education:

- Equivalent to the completion of the twelfth grade, including or supplemented by courses in child development or closely related field.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel or crouch. The employee is occasionally required to stand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment with constant interruptions. The noise level in the work environment is usually moderate. The employee may also need to work at a school site or out in the community. Hours are flexible to accommodate occasional night meetings or outreach needs.

Range: 10

Approved: February 2014