

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **GRANT FUNDED AFTER SCHOOL PARENT LIAISON**
Department: School Site
Reports: Site Supervisor

SUMMARY:

Under the direction of the Site Supervisor, performs supportive activities for the After School Instructional and Recreational Program. Act as a liaison between the After School staff and site staff, the parents of participants, and the community at large.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Assists Site Supervisor in maintaining communication between After School Program personnel and site staff.
- * Act as a liaison between parents of the After School Program participants and Program staff.
- * Act as a liaison between community members and the After School Program staff.
- * Assists Site Supervisor in coordination of instructional and recreational activities.
- * May assist Site Supervisor in scheduling groups and securing materials and supplies.
- * May assist Site Supervisor with clerical duties such as maintaining Program records and preparing program materials.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily under the direction of the Site Supervisor. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must obtain livescan fingerprints clearance and current TB test results prior to employment.

EDUCATION AND/OR EXPERIENCE:

High school diploma or General Education Degree (GED).

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple correspondence in standard English. Ability to listen well. Ability to effectively present information in standard English in one-on-one and small group situations to students and employees of the After School Program.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out written or oral instructions. Ability to promptly deal with problems involving concrete variables in standardized situations. Ability to discern when such problems should be referred to the site administrator for resolution.

OTHER SKILLS AND ABILITIES:

Ability to develop effective working relationships with students, staff and the school community. Ability to promptly deal with problems involving concrete variables in standardized situations. Ability to discern when such problems should be referred to the teacher or Site Supervisor for resolution.

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 required.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee may also be required to stand, walk, run, climb, balance, jump, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 pounds, such as pushing children on a bike, or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

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 noise level in the work environment is sometimes loud, within a standard acceptable level for this environment. Under the direction of the Program Coordinator and Site Administrator, the employee is continuously responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.