

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **PARENT/SCHOOL/COMMUNITY LIAISON**
Department: School Site/Administrative Office
Reports to: Site Administrator(s)

SUMMARY:

Communicates with parents and teachers to help promote academic progress. Ensures successful communication between the school and home. Establishes relationships with community organizations. Acts as a resource for non-English speaking families. Must be able to read, write and speak the predominant second language of the school sites for which he/she is assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Acts as a resource for non-English speaking families, providing information, resources and listening to concerns.
- * Assists parents with the completion of school documents (i.e., registration packets) to facilitate the exchange of accurate information between school and home.
- * Communicates in person and on the phone with parents; makes home visits, as needed.
- * Assists in two-way communication between teachers and parents regarding students' academic and social progress.
- * Participates in parent/teacher/student meetings (i.e., student study team, IEPs, discipline conferences). Serves as an interpreter in parent/teacher/student meetings when needed.
- * Assists with maintaining a variety of records (i.e., parent contacts, student academic progress, referrals to community agencies)
- * Plans and participates in workshops, meetings, community events, etc. to receive and/or present information related to family and child support services.
- * Establishes relationships with community organizations that provide resources and support to families.
- * Provides information to parents on community resources.
- * Recruits parent volunteers to assist with a variety of school activities.
- * Participates and plays a lead role in the district's and/or schools' English Language Advisory Committees (DELAC/ELAC)
- * Participates in a variety of collaboration meetings with other personnel to consolidate and strengthen supports for students and families.
- * Provides guidance, support and resources for parents for the purpose of improving student attendance.
- * Performs other related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The information listed below is representative of the knowledge, skill and/or ability required and/or preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

Required: High school diploma or general education degree (GED).
Desired: Knowledge of word processing and computer procedures.

CERTIFICATES AND LICENSES:

Valid California automobile driver's license and evidence of insurability.

OTHER SKILLS and ABILITIES:

Ability to follow oral and written directions and take initiative. Ability to communicate with diverse groups. Utilize customer service skills, displaying tact and courtesy in all situations. Establish and maintain effective working relationships.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

LANGUAGE SKILLS:

Read, write and speak Spanish

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally will lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception. 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.

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 work environment is usually moderate to loud.

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 for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.