

## OAK GROVE SCHOOL DISTRICT

### JOB TITLE: DISTRICT COMMUNITY LIAISON II

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To serve as a link between the school, students and parents regarding school, district, community activities and social services. Employees in this classification receive limited supervision from a program administrator and/or assistant superintendent within a framework of standard policies and procedures. This job class is responsible for providing a communication link and problem solving option between schools, teachers, community, and participating students and parents regarding available programs, services, and activities. Employees in this classification must possess a high level of communication skills, initiative, and creativity.

### TYPICAL DUTIES

- Acts as liaison between District, home, and community: meets with parents, students, community and school staff; disseminates accurate and timely information to appropriate person/agencies
- Meets with parents to discuss student's performance and school procedures and to involve them in school activities
- Conducts family assessments and conferences to disseminate and/or collect necessary information regarding school, District, and/or community programs, procedures, services, activities, etc.
- Counsels families as needed and/or contacts community service agencies regarding needs of families
- Helps to improve school attendance of assigned students by assessing problems, improving communications, enlisting support from parents, and providing problem solving options
- Establishes and maintains records of activities, family assessments, meetings, etc., and prepares necessary reports
- Collaborates with the administrator, teachers, school psychologist, and other appropriate specialists
- Confers with support staff and advises on special problems and chronic situations
- Coordinates with law enforcement, mental health, and community agencies in attempting to remedy problems involving students
- Provides parent education and guidance through support groups, classes, and parent advisory councils
- Keeps case records and provides summaries or written referrals to appropriate agencies
- Follows methods and procedural guidelines set forth by the District or by the State and Federal Law
- Interprets and translates Spanish/English or English/and other designated language to provide effective oral communications between District/school, students, parents, and the community
- Confers with teachers, counselors, and/or support staff, assesses tutoring needs, and assists in adjusting student programs
- Assists parents in setting up homework procedures and planning a home environment conducive to academic achievement

TYPICAL DUTIES (Continue)

- Interprets school programs and services to individuals and community groups as requested
- Interprets student problems to teachers and school problems to students and parents
- Performs related duties consistent with job description as assigned

MINIMUM QUALIFICATIONS

- Possession of a valid California driver's license
- Knowledge of the effects of social environments and socially handicapping conditions on the lives of students and their educational progress
- Knowledge of District policy and procedures, the local community, and the various services available from community organizations
- Knowledge of educational laws relating to child welfare and attendance
- Knowledge, of the culture, heritage, and language of a specific ethnic group
- Ability to understand and follow oral and written instructions independently
- Ability to speak, read, and write in English as specified by the District at a level sufficient for successful performance of required duties
- Ability to maintain a variety of records and prepare reports
- Ability to plan and organize required activities according to stated policies and objectives
- Ability to communicate tactfully and persuasively in both oral and written form
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties
- Ability to solve problems and facilitate communication
- Skill to train personnel and implement interventions
- Skill to motivate others and coordinate their efforts toward attainment of a common goal
- Bachelor's Degree from an accredited university in Social Work or in a related field of study
- Willingness to observe a flexible work schedule as determined by the District and to serve on a professional work day<sup>1</sup>

<sup>1</sup>This position is exempt from over-time regulations