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.

Participates in a variety of meetings, workshops and committees.

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.

May 2017: Ewing Consulting, Inc.
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
PC Approval Date: 5/18/17
Board Approval Date: 
Salary Range: 29