



Classification Specification

DISTRICT OUTREACH LIASION

Department:	Educational Services
Reports To:	Assistant Superintendent of Instructional Services and Categorical Programs
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2014, 2020

General Description:

Provide leadership, coordination, and support to parents and families by coordinating a variety of training and resources to support school-related activities, academic skills, college and career readiness, technology, behavioral supports, developmental assets for success in school and life, Gifted and Talented Education, English language acquisition, and scheduling for summer English Language Proficiency Assessments for California (ELPAC) testing; provide outreach support to parents, and students by providing links and referrals to school programs, community resources, social services, and outside agencies; develop parent educational outreach activities, including parents workshops and training; translate a variety of district documents and provide translation services during assigned workshops and meetings; assist with testing; perform general clerical support duties.

Essential Duties and Responsibilities:

- With the assistance from site community liaisons, oversee, schedule, and arrange parent academies; evaluate program effectiveness, parent involvement, parent attendance, and coursework offerings.
- Create and maintain workshop calendar.
- Collaborate with principals and site staff to provide parents quality opportunities to support their student(s) academically and developmentally.
- Develop, recommend, implement, and maintain a communication plan for the district and specific communication strategies for district programs, initiatives, services, and special events.
- Promote, publicize, and assist with coordination of district activities, events, and programs to the media and throughout the community and region; create flyers and PowerPoint presentations; advertise training dates and class offerings on the district website.
- Attend a variety of meetings in the community with business groups and organizations to promote the district and share information about the district.

- Coordinate summer ELPAC testing by calling parents and scheduling testing times.
- Create and distribute parent surveys.
- Translate a variety of district letters and materials, including letters to parents; serve as a translator during meetings, workshops, and training as needed.
- Plan, coordinate, and conduct parent workshops, parent training, family engagement programs and assist with special events and receptions within and outside the educational community.
- Monitor district-wide parent group multi-purpose messaging/social media mobile applications; receive and respond to parent phone calls, text messages, and inquiries.
- Operate a centralized telephone switchboard system at the district office; greet and assist visitors; screen and direct visitors to appropriate offices, sites, and personnel.
- Perform general clerical support duties including filing, duplicating, typing, assembling, and distributing a variety of materials, including letters, memorandums, and informational packets.
- Operate a computer and assigned software.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Community resources, services, and programs serving the needs of program participants.
- Public relations and communication practices and procedures.
- Marketing tools to expand community awareness of various opportunities.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students and families.
- Formal simultaneous translation techniques.
- Telephone techniques and etiquette.
- Modern office practices, procedures, and equipment.
- Policies and objectives of district programs and activities.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Applicable laws, codes, regulations, policies, and procedures.
- Record-keeping techniques.
- Modern office practices, procedures, and equipment.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Serve as a liaison between families, community resources, and personnel to ensure the needs of program participants are met.
- Plan, organize, and implement parent education and involvement activities and programs.
- Perform highly detailed work in creating schedules and coordinating services.
- Communicate effectively both orally and in writing.
- Speak, read, and write English and a designated second language (Chinese or Spanish).
- Refer families to community agencies and organizational services as appropriate.
- Interpret, apply and explain policies, procedures, rules, and regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.

- Work independently with little direction.
- Meet schedules and timelines.
- Plan, prioritize, and organize work.
- Operate a computer and assigned software.
- Maintain records and prepare reports.

Education: High school graduation or equivalent GED, supplemented by college-level course work in a related field from an accredited college or university.

Experience: One year (1) experience working with students or families in a social services or educational environment.

Licenses, Certifications, and other requirements:

- Valid California Class C driver's license.
- Proficiency in one or more foreign languages both written/oral (Chinese or Spanish) is required.
- Successful passage of an oral and written proficiency test in a designated second language is required.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

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.

- Indoor/office work environment.
- Fast-paced work environment with changing priorities.
- Driving a vehicle to conduct work.

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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use fingers repetitively, use wrists or hands in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental and muscular coordination, hear and understand speech at normal levels.
- Have the ability to distinguish color and shades.
- Sit at a desk for extended periods of time.
- Stand and/or walk for extended periods of time.
- Bend, twist, stoop, or kneel, and reach in all directions.
- The incumbent is occasionally required to lift and/or carry objects up to 25 lbs. in weight.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.