

# Oak Grove School District

## **JOB TITLE: DISTRICT COMMUNITY LIAISON II**

**RANGE: EXEMPT**

### **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, the 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 school procedures and to involve them in school activities
- Conducts family assessments and conferences to disseminate and/or collect necessary information regarding the School, District, and/or community programs, procedures, services, activities, etc.
- Counsels families as needed and/or contacts community service agencies regarding the 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 involving families and community
- Coordinates with mental health, and community agencies in attempts to remedy problems involving students and families
- 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 Laws

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- Interprets and translates Spanish/English or English/and other designated languages to provide effective oral communications between District/school, students, parents, and the community
- Confers with teachers, counselors, and/or support staff, assesses tutoring needs
- Assists parents in setting up homework procedures and planning a home environment conducive to academic achievement

**TYPICAL DUTIES**

- 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
- Connects with the community resources to coordinate, plan and execute regular parent engagement activities throughout the school year

**MINIMUM QUALIFICATIONS**

- Possession of a valid Class C 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 the attainment of a common goal
- Bachelor's Degree preferred but not required 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 workday<sup>1</sup>

**WORKING CONDITIONS**

- Office environment

**PHYSICAL DEMANDS**

- Significant physical abilities may include standing and/or sitting for long periods of time
- Speaking and hearing and speaking to exchange information in person or on the telephone
- Bending at waist
- Must have the dexterity of hands and fingers to operate a computer board and telephone system
- Talking/hearing and speaking to exchange information in person or on the phone
- Near/far visual acuity/depth perception/ability to adjust vision
- Occasionally lift and/or move up to 20 lbs.

Ability to meet the physical requirements necessary to safely and effectively perform the required duties. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not exhaustive of the list of duties performed for this position.

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

Board Approved 04/12/94

Board Approved Modifications 04/12/22