

Laguna Beach Unified School District
Job Description: Community Liaison

BASIC FUNCTION:

Under the general supervision of the Director, Social Emotional Support, provides communication between the school and the home for improvement of student achievement and parent involvement; to perform clerical and paraprofessional responsibilities related to parent involvement; to provide assistance on school related issues; and provide or coordinate translation and interpretation services. This position is distinguished from other positions by involvement with families and students in the rendering of assistance to help families resolve issues, which relate to the ability of the school to serve students and parents. Assignments in this position include identifying and providing community information to families about school and community resources and attempting to get families involved in school programs and activities. The Community Liaison will assist families in communicating with District personnel regarding non-school related issues that affect student achievement. The incumbent must be able to furnish their own car and be willing to drive in the performance of their work.

ESSENTIAL DUTIES:

- Assist with coordination of district family events and child care
- Contact families to provide or obtain information which will help teachers and the school improve student achievement
- Provide information to families about the school and its policies and programs
- Encourage families to attend and participate in parent advisory committees, volunteer programs, academic workshops, and school functions
- Coordinates the interpretation and translation of materials including school and District policies, programs and activities for families, for school personnel, students and others as requested; directly interprets or translates to support families in understanding, accessing, and participating in school-related activities
- Help families complete forms and applications
- Participates in school site meetings with students and families regarding school attendance and assists families in addressing attendance-related challenges.
- Conducts home visits as required.
- Participate in the identification of disadvantaged students or families and; assist with applications for services and transportation; make referrals to community agencies as appropriate
- Assist the school nurse in the health services needs of the student
- Attend District authorized or directed meetings i.e., School Site Council, workshops, and County meetings
- Attend District English Learner Advisory Committee (DELAC) and the English Learner Advisory Committee (ELAC)
- Keep principals and teachers advised of home contacts and any resulting issues or concerns
- Perform clerical duties, such as maintaining records, data collection, documenting activities, and referrals related to family support; assist in the development of program progress and outcome reports
- Assist with identification and service coordination for homeless youth under McKinney-Vento Act
- Assist with service coordination for students identified as foster youth
- Assist with recruitment and community outreach efforts for District Expanded Learning Opportunities Program
- Assist with other activities related to parent engagement to improve student achievement, communication and district-related goals
- Support and facilitate after school student services, as needed

- Maintain confidentiality of student and employee information as required by law

OTHER REPRESENTATIVE DUTIES

- Participates as directed by supervisor in training programs
- May provide training and/or modeling to other staff members
- Other related duties as required

QUALIFICATIONS:

Knowledge of:

- General needs and behavior patterns of children
- Practical knowledge of the cultural value system of language minority students
- Practical principles of multi-cultural relationships and communication techniques
- Community resources related to children and parental needs
- Local school district and its educational goals and objectives
- Record-keeping techniques
- Oral and written communication skills
- Telephone techniques and etiquette
- Interpersonal skills; using tact, patience, and courtesy
- Proficiency in English demonstrating comprehension, proper usage, punctuation, spelling, and grammar
- Operation of a computer work station and other office machines
- A variety of software programs and their uses
- District organization, operations, policies and objectives

Ability to:

- Understand and interpret school programs, policies, and procedures
- Counsel and reassure parents and to encourage their participation in school activities
- Speak with community-related groups
- Exercise leadership in integrating student-school relationships
- Organize individual and group programs for parent involvement and student achievement
- Project a mature, constructive, stable, and healthy attitude in a learning environment
- Establish and maintain effective working relationships with those contacted in the course of responsibilities
- Recognize students' academic and social needs
- Understand and follow both oral and written directions
- Plan and organize work
- Operate a variety of office machines
- Operate a variety of software programs
- Keep records and perform clerical tasks related to parent involvement
- Drive a vehicle; observing legal and defensive driving practices
- Communicate effectively in a second designated language is preferred

MINIMUM QUALIFICATIONS:

Experience:

A minimum of one year experience in community services programs or related areas; ability to speak, read and write in the Spanish language is preferred.

Education:

Any combination equivalent to: graduation from high school and sufficient training to demonstrate the knowledge and abilities, and one (1) year of related experience involving public contact. Training or professional certification in interpretation and translation is desired.

Licenses:

Possess and maintain a valid California Driver's License (Class "C" minimum) and validation of insured.

Desired Skills:

Ability to be understood, speak, read, and write in another language other than English

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:**Environment:**

- Primarily indoor, office or classroom environment
- May work in outdoor conditions
- Driving a vehicle to conduct work
- Moderate noise level

Physical Requirements:

- Ability to talk and hear to exchange information
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person and on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to monitor student activities
- Ability to learn the procedures, functions and limitations of assigned duties

SPECIAL REQUIREMENTS:

Applicants must successfully pass the skill test administered by the District; and, speak, read, and write in English.