

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	District Parent Liaison	Reports to:	Program Administrator/Supervisor
Job Category:	Student Support	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	23
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of duties in support of District parents/guardians and families; provide information on services available to eligible students and families; convey information regarding school and District activities and procedures; translate written and verbal communication; refer families to other agencies, and provide support for eligible families in the local and wider community.

ESSENTIAL FUNCTIONS:

- Serve as a liaison with parents/guardians and students and facilitate access to information about the program, District policies, and community services and programs.
- Assess parent/guardian and student needs including those related to the bilingual computer/technology program, social events, and parent education programs; develop an action plan to ensure student success in the District.
- Assist parents/guardians in locating and enrolling in skill development courses including ESL classes, nutrition/cooking, and computer training to help promote parental effectiveness and student achievement.
- Maintain a variety of records related to assigned activities including records for program participation, progress, and referrals; provide required information and documentation as needed.
- Orient students, families, and volunteers to help establish familiarity with program, services, and required processes.
- Plan and participate in workshops, meetings, community events, and other activities as assigned; receive and present information related to family and child support services.
- Respond to inquiries and provide information or direct to appropriate parties; assist in the translation of verbal and written communication between English and a designated secondary language for students, parents, teachers, and administrators.
- Prepare a variety of written materials related to assigned activities including parent surveys, logs of parent advocate activities, grant proposals, reports, memos and letters; process documents and materials and disseminate information to appropriate parties.
- Recruit parent volunteers to assist with program activities.
- Participate and serve as a lead role in the Pleasanton Unified School District's District English Language Advisory Committee (DELAC), in addition to supporting various school ELAC (English Language Advisory Committee) groups.
- Provide assistance with registration and course scheduling duties as assigned by the position.
- Communicate with parents/guardians, administrators, staff, and outside agencies to exchange information and resolve issue or concerns.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Procedures, methods, techniques, and strategies utilized in the development of school and community liaison processes.
- Purpose, goals, and objectives of public education in relation to multilingual and multicultural programs.
- Local, state, and federal guidelines established to support multicultural education.
- Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community challenges, issues, and concerns.
- Correct oral and written usage of English and a designated second language.

Ability to:

- Provide liaison services to the educational community creatively and innovatively.
- Maintain records and prepare reports related to assigned activities.
- Assist in the conduct of parent volunteer programs.
- Effectively perform multilingual and multicultural need assessments.
- Adapt and implement programs and activities designed to enhance educational opportunities.
- Establish and maintain cooperative educational and community relationships.
- Relate effectively with diverse staff, students, and community.
- Schedule activities, meetings, and/or events.
- Understand and carry out oral and written directions.
- Operate a variety of job-related equipment including a copier, computer and assigned software.
- Read, write, translate and interpret English and a designated second language.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience within specialized field.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.

DESIRABLE QUALIFICATIONS:

- Coursework or training related to the job is preferred.

WORKING CONDITIONS:

Environment: Indoor/office environment.

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.

- Occasional lifting, carrying, pushing, and/or pulling as assigned by the position.
- Some climbing and balancing.

- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 50% sitting, 25% walking and 25% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance
- Valid Adult/Child/Infant CPR/First Aid certificate

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.