

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** COMMUNITY LIAISON WORKER

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**BASIC FUNCTION:**

Under the direction of an assigned supervisor, coordinates communications and dissemination of information between the school, home, and the community; facilitates home and community understanding of school programs and objectives, and secures parent involvement in school activities; develops and maintains effective working relationships with individuals, community groups and social service agencies. Some positions in this class may require the ability to communicate in a designated second language.

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**ESSENTIAL DUTIES:**

Assists in identifying and meeting the needs of students in the areas of health, welfare, academics, and guidance.

Establishes a cooperative working relationship with District and community agencies in order to plan, secure, and provide needed services for students and their families.

Accesses student records via the District's computerized records data management system.

Monitors student attendance and makes necessary parent contact regarding attendance concerns.

Assists parents and school personnel by establishing communication between the home and school through direct contact in day, evening, and, on occasion, home visits.

Assists parents in understanding school standards and pupil's conduct, attendance, cooperation and problems.

Promotes parent and community participation in school and community activities.

Disseminates school-related information to students and parents.

May translate materials in both oral and written form between English and a designated second language.

Operates a computer utilizing basic software programs, in addition to other office equipment including typewriter, copier and fax machine.

**OTHER REPRESENTATIVE DUTIES:**

Administers and scores second language proficiency assessments.

Renders accurate oral and written translations of materials, as necessary.

May make presentations to small groups of adults/parents regarding school issues.

Provides assistance to school personnel in recognizing and understanding of a pupil's background through means of direct contact with parents.

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Helps school personnel understand individual and community attitudes toward schools, school personnel, and problems.

Performs general clerical duties, such as typing, filing, and duplicating.

Performs related duties as required or assigned.

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### **ORGANIZATIONAL RELATIONSHIPS:**

Supervision: (1) Reports to and is evaluated by an assigned supervisor.  
(2) No supervision is exercised by incumbents in this classification.

Internal Contacts: Continued contacts with District transportation personnel, nurses, teachers, instructional assistants, health assistants, principals, school office managers, and registrars.

External Contacts: Social service agencies personnel, community-based organizations representatives, children and their parents, human resource agency personnel, and public health service personnel.

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### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Various agencies in the community which can serve the needs of students and their families.

Problems and concerns of families in the community.

School objectives, programs, and requirements.

Social and ethnic make-up of the community.

Record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Interpersonal skills; using tact, patience, and courtesy.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Operation of a computer work station and other office machines.

A variety of software programs and their use.

District organization, operations, policies and objectives.

#### ***ABILITY TO:***

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Speak before community groups.

Understand school policies and procedures.

Motivate students and parents to participate fully in school activities.

Recognize students' academic and social needs.

Understand and follow both oral and written directions.

Operate a variety of software programs.

Operate a variety of office machines including a personal computer (PC), fax machine, typewriter, calculator, copiers and other duplicating equipment.

Perform clerical duties, such as filing, duplicating, typing, and maintaining simple records.

Type at an acceptable rate of speed in carrying out the duties and responsibilities of positions in this classification.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Drive a vehicle; observing legal and defensive driving practices.

Communicate effectively in a second designated language (in addition to English) for some positions in this class.

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### **EDUCATION AND EXPERIENCE:**

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.

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### **LICENSES AND OTHER REQUIREMENTS:**

1. A valid California Driver's License and insurability by the District's insurance carrier.

A reliable vehicle available for personal use in the performance of the duties and responsibilities contained in this classification.

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### PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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PREPARED BY:	Classified Personnel Department	DATE: 4/93
APPROVED BY:	Board of Trustees (Ernst & Ernst)	DATE: 3/79
APPROVED BY:	Personnel Commission	DATE: 4/20/93
REVISED BY:	Personnel Commission	DATE: 4/26/05

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