



## JOB DESCRIPTION

**Position Code:** 892  
**Classified Group:** CSEA  
**Salary Range:** 10  
**Work Days:** 206  
Page 1 of 2

**POSITION TITLE:** Community Liaison

**DEFINITION:** Under general direction, the Community Liaison will organize and implement parent activities supporting specific projects, requirements and school-wide plans.

**DIRECTLY RESPONSIBLE TO:** Assigned Administrator

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.)

1. Explains school programs and services to parents, students and the public during registration and when working with feeder schools and during other school activities.
2. Recruits parent volunteers as needed throughout the year for Back to School Night, lunch duty, award ceremonies, etc.
3. Provides school tours during special events.
4. Solicits and/or identifies articles for parent newsletters.
5. Attends Booster Club and parent support team meetings, identifying agenda items as needed.
6. Assists principal in organizing parent retreat by coordinating meeting facilities and refreshments and notifying parents.
7. Assists with the preparation of flyers by providing information and/or ideas.
8. Coordinates refreshments and sends out invitations to visual and performing arts events.
9. Assists with student award assemblies working with teachers to invite identified parents.
10. Maintains yearbook displays and contacts alumni to serve as speakers and/or to attend and support current events.
11. Assists school staff in securing community resources, facilitating communications and specific parent networking with special agencies and/or groups.
12. Assists principal in organizing students for community support projects by suggesting projects, organizing students and obtaining parent volunteers.
13. Notifies parents of school meetings and activities.
14. Helps promote primary language classes to the community.
15. Performs other related duties as assigned.

### **QUALIFICATIONS:**

Education and experience:

Experience working as a volunteer in activities with people and groups; previous leadership experience desirable; bilingual skills preferred.

Knowledge and Abilities:

- Knowledge and understanding of the needs of parent participation in the identified school
- Knowledge of community resources
- Ability to establish effective working relationships with school staff, parents, students and agency/organization representatives
- Familiarity with local community
- Interest in providing leadership to help bring community-school understanding
- Ability to follow oral and written instructions
- Ability to work independently and make minor decisions within the framework of established guidelines

Other Characteristics:

- Willingness to work evening and weekend hours as needed

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Continuous contact with students, staff, and the public

Typical Physical Characteristics:

- Communicate to exchange information in person and on the telephone
- Inspect written materials with fine print
- Recognize documents and people
- Remain in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard, fax machine, copy machine and scanner

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 2/14/2017  
Board Adopted: 1/09/1996  
Revised: 4/16/1996  
Revised: 2/02/2017