



JOB DESCRIPTION

Position Code: 1201
Classified Group: CSEA
Salary Range: 10
Work Days: 206
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POSITION TITLE: Neighborhood Parent Liaison

DEFINITION: Under general direction, the Neighborhood Parent Liaison will organize and implement special outreach projects and programs to promote parent/guardian participation to support academic learning and efforts to increase district-wide parental involvement.

DIRECTLY RESPONSIBLE TO: Assigned Administrator

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Confers with school administration and staff to establish and maintain ongoing parent activities which support student academic achievement at home and school.
2. Communicates with parents/guardians, families, teachers, administrators and staff about school programs.
3. Assists with involving families and their children at school and in after-school activities and programs; explains school and district programs and services to parents/guardians and students who are new to the district; may provide school tours to new students, families and community representatives visiting the site.
4. Recruits volunteers as needed throughout the year to support school programs and activities that encourage parent involvement and increased student academic achievement.
5. Solicits and/or identifies articles for parent newsletters in support of parent/community participation and increasing academic learning; assists with the preparation of notices, information sheets and flyers.
6. Assists with coordinating student academic award assemblies and works with teachers to invite identified parents; maintains academic achievement displays at the school site; contacts alumni to serve as speakers and/or to attend and support current events;
7. Establishes and maintains community resources to facilitate communication and parent networking with special agencies and/or groups.
8. Assists principal in organizing students for community support projects to foster student growth.
9. Notifies parents of school meetings and activities.
10. Helps promote primary language classes to the community.
11. May maintain files and records and prepare parent/family reports as required.
12. 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 of local school/neighborhood desirable.

Licenses and Certificates:

- Possession of, or willingness and ability to obtain, a valid California Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicles requiring this license. The use of personal automobile may be required.

Knowledge, Skills and Abilities:

- Knowledge and understanding of the needs of family engagement 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
- Ability to be punctual and be regular in attendance
- Ability to communicate effectively with school staff, parents, students and agency/organization representatives
- Ability to deal tactfully and effectively with students and adults
- Ability to operate standard office equipment, including computers, copiers, fax machines
- Ability to utilize software programs for office work

Health

- Evidence of freedom from active tuberculosis (CA Education Code section 49406)

WORKING CONDITIONS:

Work Environment:

- Indoor office environment; continuous contact with students, staff and the public.

Typical Physical Characteristics (with or without the use of aids; consideration will be given to reasonable accommodation):

- 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

Other:

- Willingness to work evenings and weekend hours as needed

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: 1/24/2017