

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: COMMUNITY LIAISON

BASIC FUNCTION:

Under the direction of the Principal, serve as a liaison between administrators, personnel and parents at an assigned school site; perform various administrative and clerical duties related to student attendance accounting; prepare and maintain related records and reports related to assigned duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as a liaison between administrators, personnel, community resources, agencies and parents; communicate with parents regarding student performance including attendance, behavior, academic achievement, health and medical problems; initiate and receive phone calls pertaining to student needs.

Perform various duties related to student attendance and record-keeping activities at an assigned school site; provide accurate reporting for daily attendance activities as assigned; enter late arrival information, track excessive absences and run absence reports as assigned; verify excused and unexcused absences as directed; prepare and maintain SARB records.

Provide information and materials to assist families in utilizing community services and resources; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports.

Provide oral and written interpretation and translation services between English and designated second language to facilitate communications between various individuals; serve as an interpreter for meetings, conferences or other events as assigned; translate letters, notes and correspondence between English and designated second language as assigned; interpret IEP's as needed.

Perform a variety of clerical duties including typing, answering telephones, duplicating materials and preparing correspondence; prepare and maintain a variety of records and reports related to assigned activities; collect student information and data and enter information into assigned systems.

Assist in conducting home visits to acquire information and discuss school-related problems such as absenteeism, illnesses, behavior problems and other matters as assigned by the position.

Prepare and maintain a variety of reports, records and files related to assigned activities; assure accuracy of input data; assist parents with completing registration packets as assigned.

Assist with providing coverage for the front desk as needed; answer telephone calls and provide assistance to incoming parents, teachers and students; may assist with providing coverage for health office as assigned; administer basic first aid.

Substitute or relieve for department office staff during as directed.

Communicate with personnel, administrators and outside organizations to coordinate resolve issues

and conflicts and exchange information.

Operate a variety of office and classroom equipment including a copier, laminator, telephone, computer and assigned software; drive a vehicle to conduct work; operate translation devices as assigned by the position.

Assist with receiving, sorting and distributing mail as assigned; prepare and distribute informational packets and mailings as directed.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured students.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies and objectives of assigned program and activities.

Organizational operations, policies and objectives.

Modern office practices, procedures and equipment.

Applicable laws, codes, regulations, policies and procedures.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Policies and objectives of school programs and activities.

Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary.

Operation of a variety of office and instructional equipment including a computer.

Basic math.

First aid and CPR procedures.

ABILITY TO:

Serve as a liaison between administrators, personnel and parents.

Communicate effectively both orally and in writing.

Perform a variety of clerical duties related to student attendance and record-keeping activities at an assigned school site.

Operate a computer and assigned software to input and update attendance information.

Translate and interpret documents, forms, letters, notes and various other correspondence and materials between English and a designated second language.

Serve as an interpreter for meetings, conferences and other events as assigned.

Operate a computer and a variety of office and instructional equipment.

Learn, apply and explain policies, procedures, rules and regulations.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, interpret and follow rules, regulations, policies and procedures.

Type and input data at an acceptable rate of speed.
Perform basic mathematical calculations.
Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year clerical experience.
Experience working with students and families with diverse cultural backgrounds preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid First Aid and CPR certification within two weeks of employment.
Incumbents in this classification are required to speak, read and write in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Lifting, carrying, pushing and pulling light objects.
Bending at the waist, kneeling or crouching.
Reaching overhead and above shoulders to retrieve supplies and materials.

Employee_____Date_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017