TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Parent Liaison (Categorically Funded) **CLASSIFICATION: Classified**
DEPARTMENT: School Sites

BASIC FUNCTION AND RESPONSIBILITY

Under supervision of a site administrator, act as communication liaison within the school community. Involve parents in school/District functions; provides specialized support functions among segments of the community; and directs parents to appropriate community service agencies for assistance.

ESSENTIAL JOB FUNCTIONS

- Serve as liaison between school, District, home and community.
- Meet with parents of diverse ethnic backgrounds to discuss school & district procedures.
- Involve parents in school activities and to generally encourage understanding and support of school programs.
- Provide effective communication between District/school, students, parents and community.
- Identify and coordinate social services through agencies such as Healthy Start.
- Make home visitations.
- Exercise leadership in integrating community-school relationships by working to maintain objective, positive, and constructive attitudes of the community toward education.
- Confers with staff to assess needs and individual student goals and problems and provide appropriate reference materials.
- Carries out other related duties as assigned.

ADDITIONAL JOB FUNCTIONS

- Performs as a member of the district-wide team supporting schools and activities.
- Represents the district to the public.

EMPLOYMENT STANDARDS

Requires Knowledge of:

- Cultural background of diverse communities.
- Various services available in local community.
- Standard office personal computer software.

Requires Ability to:

- Work flexible hours, nights, week-ends, etc. to meet needs of community.
- Work with various groups of people to coordinate duties and outreach efforts.
- Read and write at a level sufficient for the performance of assigned duties.
- Understand and carry out oral and written directions.

- Work independently with a minimum of supervision.
- Prepare and compile accurate records
- Maintain confidentiality regarding school and student information
- Effectively organize and present material to individuals and public groups.
- Establish and maintain effective work relationships with those contacted in the performance of required duties

Experience:

- Successful coordination of a group or program
- Proven success in working with community groups or agencies

Education:

- This position is covered under the federal "No Child Left Behind Act" provisions and as such requires an Associate of Arts degree or evidence of passing and examination showing demonstration of equivalent skills.

PHYSICAL DEMANDS

The physical requirements indicated below are necessary to perform the essential job functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Sufficient vision to read printed material, see distant objects with clarity, judge distances and spatial relationships and identify and distinguish objects.
- Sufficient hearing to hear conversation in person, on the telephone, and hear sounds clearly up to 20 feet.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone and when addressing large groups.
- Ability to exert up to 10 pounds of force to push, pull, drag, or otherwise move objects.
- This type of work requires frequent and continuous standing, walking, and sitting for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and or manipulate objects, move about the work area, move around the work site, move between job sites and move about within the community.
- Employees in this classification work in a standard office environment.

11/05