

Redlands Unified School District

COMMUNITY LIAISON ASSISTANT

DEFINITION

Under general supervision, provide a communication link between the community and the school; communicate District policies, regulations and program goals and objectives; assist in the planning, organization and conduct of a parent volunteer service program; and do other related work as required.

ESSENTIAL FUNCTIONS

Perform a variety of services as a communication link between the school and members of the educational community, some of whom may be experiencing linguistic and cultural differences; assist community members in understanding program goals and objectives, and enlist their support and involvement in the educational process; perform follow-up functions and activities in resolving student attendance, welfare and other child related problems; assist in creating a greater understanding of educational procedures, issues and concerns; may provide translation and interpretative services pertaining to both oral and written communication, which include participation in confidential and sensitive conferences with school community members; participate in home visitation activities to ensure appropriate communication, and to assist parents and other educational community members in their awareness of youth and community service agencies and groups; assist in the planning, organization and coordination of advisory committee functions and activities; perform a variety of planning, organization and coordination functions and activities related to parent volunteer service programs; perform a variety of clerical duties pertaining to the job.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Procedures, methods, techniques and strategies utilized in the development of school and community liaison processes;

Multilingual and multicultural programs as required by the assignment;

Purpose, goals, and objectives of public education;

Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community problems, issues, and concerns.

Ability to:

Speak, read and write Spanish and/or other languages, and serve as an appropriate English speaking model as required by the assignment;

Creatively and innovatively provide liaison services to the educational community;

Assist in the conduct of a comprehensive parent volunteer service program;

Effectively perform multilingual and multicultural need assessments;

Interpret programs and activities designed to enhance educational opportunities;

Understand and carry out oral and written directions;

Establish and maintain cooperative educational and community relationships;

Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in community awareness or in multilingual and multicultural programs.

Experience:

One year of paid or volunteer experience providing service in community service programs, or similarly related areas.

REQUIRED LICENSES AND/CERTIFICATES

If required to drive a vehicle in the performance of duties, operator must possess a valid and appropriate California driver's license; have an acceptable driving record; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderate work, lifting, carrying, or pulling children weighing up to 50 pounds.

Pre-placement Physical: Class I

08/04