

## COLTON JOINT UNIFIED SCHOOL DISTRICT

### CLASS TITLE: COMMUNITY LIAISON

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, develop and maintain working relationships with parents and students; serve as a resource to the District Office, school sites, students, parents and department personnel.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

Develop a positive working relationship with students, parents, school personnel and District administrators to encourage and enhance support for students and the District; conduct program quality reviews.

Make home visits and explain program or attendance policies to parents and students; maintain parent pamphlets; assist parents with the completion of related paperwork and support access to online programs and portals.

Organize, promote and present parent workshops to enhance awareness and promote support; receive and review responses and meet with parents as needed.

Monitor class records of children and ~~visit school sites to~~ observe children in the classroom.

Communicate with community agencies to secure services for programs; explain District programs as requested.

Complete family needs assessments; provide referrals to families in need of assistance.

Conduct new volunteer orientations as needed; explain duties and responsibilities.

Develop a staff education plan and schedule staff activities such as in-services; plan enrichment activities.

Develop informative materials of available resources and programs such as a parent newsletter and distribute to parents in the community.

Provide transportation to parents to and from specific appointments as per administrative directive.

Monitor attendance records of students.

Distribute TADD forms to school sites.

Work with all aspects of McKinney-Vento Homeless Act.

Participate in SARB and SART meetings as directed.

Operate a computer and other office equipment as assigned.

Attend conferences and workshops provided by County and State agencies; attend District, staff, parent and community meetings.

Translate in a second designated language as assigned.

Prepare and maintain related records.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Program requirements and funding terms and conditions.
- Community areas within the District and available community resources.
- Cultural background of minority, ethnic and disadvantaged groups.
- District organization, operations, policies and objectives.
- Effective communications techniques.
- Applicable sections of State Education Code and other applicable laws.
- Policies and objectives of assigned program and activities.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.

**ABILITY TO:**

- Develop and maintain working relationships with co-workers, parents and students.
- Serve as resource for department personnel.
- Organize, promote and present parent workshops to enhance awareness and promote support.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Perform a variety of clerical activities.
- Meet schedules and time lines.
- Work independently with little direction.
- Prioritize and schedule work.
- Maintain records and prepare reports.
- Operate a computer and other office equipment as assigned.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent. Completion of college-level course work in social science, psychology or related field is desired.

Experience: Two years experience in school or community relations work.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Some incumbents may be required to be proficient in English and a designated second language and pass an oral and/or written proficiency test in a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.