

CLASSIFIED JOB DESCRIPTION

PARENT/COMMUNITY LIAISON

JOB SUMMARY:

Under the direction of the Executive Director of Student, Family, and Community Services, provides parenting instruction for adults, increases parent and family involvement in schools, collects and disseminates information on parenting resources and services, conducts outreach in the community, and links parents and families with Family Resource Centers.

ESSENTIAL JOB FUNCTIONS:

- Recruits and notifies parents/guardians of parent education opportunities, particularly those for English Learners.
- Recruits for, designs, and conducts preschool parent education classes, and facilitates discussion groups at preschool sites.
- Collects and organizes attendance data and evaluation surveys for parent education workshops provided to preschool families.
- Maintains and updates information on parenting resources and services available in the community.
- Provides parents/guardians with information on community support services and resources.
- Collaborates with District staff, community-based organizations, and agencies to provide support for parents/guardians of English Learners, low income, or foster youth.
- Facilitates parent-school relationships through the District English Learner Advisory Committee, District Advisory Committee, Special Education Advisory Committee, Preschool Parent Advisory Committee, the Parent-Teacher Association, Gifted and Talented Education Advisory Committee, and Parent Teacher Organizations.
- Acts as a liaison between families, school, communities, and Family Resource Centers.
- Contacts parents and families through phone calls, home visits, and meetings at school or District site in order to encourage participation in school and/or District activities and events.
- Provides information to parents concerning District policy and procedures such as registration, parent advisory groups, curriculum, assessment, uniform, discipline, etc. as stipulated in Parent/Student Manual, Board of Education Policies, and the California Education Code.
- Maintains accurate records of all activities for the purpose of reporting to the Board of Education, as well as the District and state auditors.
- Prepares a variety of written materials (e.g., newsletters, reports, logs, memos, flyers) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Establishes and maintains cooperative and effective working relationships with others.
- Works with the Chula Vista Community Collaborative and other agencies for the purpose of seeking resources and activities that will increase the engagement of families in school and parent training opportunities.
- Maintains inventory and record of program participants.
- Attends District and interagency meetings.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High School diploma or GED required.
- Bilingual English/Spanish.
- Perform a variety of above-average, complex tasks.
- Minimum two years' experience conducting parent/adult education.
- Understands and respects the diversity of families' economic, linguistic, and cultural backgrounds.
- Strong communication and public speaking skills in English and Spanish.
- Ability to take initiative in coordinating and organizing activities and events.
- Experience in the use of technology and proficiency in Office applications.
- Experience presenting to small and large audiences.
- Ability to accurately collect, organize, and maintain data and information for reports.
- Ability to establish and maintain effective working relationships with adults and children of varying backgrounds.
- Must possess a valid California driver's license and daily access to a reliable automobile.
- Flexibility to work some evenings and/or weekends during parent and/or community events.

Classified Salary Schedule: Range 20
BOARD APPROVED: 7/8/15
REVISION DATES: 7/18/23
08/09/2023