

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Home-School Liaison

**Classification:** Classified

**Reports to:** Site Administrator

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Education and Experience:

Any combination equivalent to: graduation from high school and one year experience in working in a social service program or community agency.

Licenses and other Requirements:

Valid California driver's license.

Must pass bilingual proficiency test.

Must be "Highly Qualified" (NCLB Compliant) having a high school diploma or equivalent and one of the following:

-2 years of study equal to 48 units

-Associates or higher degree

-Ability to pass the instructional aide proficiency test.

### **SUMMARY**

Perform liaison duties between school and parents; communicate with parents regarding student attendance, behavior, academic achievement, health and medical problems; refer to local agencies or school services as appropriate.

### **SPECIFIC RESPONSIBILITIES**

1. Perform liaison duties among community members, school personnel, and parents.
2. Maintain communication with parents by telephone, home visits and mail regarding student deficiencies in attendance, behavior academic achievement, health and medical issues and related matters
3. Provide information regarding school and community programs; explain District and Education Code regulations and policies.
4. Provide translating from English to a second language as necessary; translate written materials; assist non-English speaking students with various activities.
5. Maintain a variety of files and records related to assigned activities.
6. Promote parent and community involvement in school activities
7. coordinate parent educational programs.
8. Attend a variety of meetings relating to home-school liaison activities.
9. Assist office staff with typing and clerical duties as assigned.
10. Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Knowledge Of:

-Correct oral and written usage of English and a designated second or third language.

-Community resource organizations including various federal, State and County agencies.

-District programs and services. Modern office practices, procedures and equipment.

- Record-keeping techniques
- District organization, operations, policies and objectives
- Oral and written communications skills in a second language
- Applicable sections of State Education Code and other applicable laws
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette

Ability To:

- Read, write and translate English and a designated second or third language.
- Speak and interpret English and a designated second or third language.
- Perform liaison duties between school and parents.
- Conduct interviews for the purpose of providing and obtaining information.
- Speak, read and write a designated second language as assigned.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Maintain records and prepare reports.
- Plan and organize work.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Perform clerical duties such as filing, duplications and typing.
- Observe legal and defensive driving practices.
- Read, interpret and follow rules, regulations, policies and procedures.
- Work effectively in a multi-ethnic setting.

**PHYSICAL ABILITIES**

Office environment; driving a vehicle to make home visits; constant interruptions.

Hearing and speaking to exchange information in person or on the telephone and provide assistance to students and parents; dexterity of hands and fingers to operate office equipment