

MERCED CITY SCHOOL DISTRICT

4.17
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CLASS TITLE: COMMUNITY LIAISON

BASIC FUNCTION:

Under the direction of the Principal or designee, serve as liaison between school and parents; school and businesses; communicate with parents and community members and provide a variety of information related to school programs, activities and events; translate materials and information in a designated second language.

REPRESENTATIVE DUTIES:

Serve as liaison between school and parents; promote parent involvement in school activities. *E*

Maintain communication with parents by telephone, mail and home visits; provide information related to students progress, attendance and school events, activities and programs. *E*

Provide translating from English to a designated second language; translate written materials; assist non-English speaking students with instructional materials; translate at parent-teacher conferences and meetings as assigned. *E*

Assist office staff with a variety of clerical duties as assigned; maintain files and records of assigned programs. *E*

Assist with and participate in a variety of programs and events. *E*

Attend a variety of meetings related to program activities. *E*

Provide transportation for students and their parents for program related activities. **E**

Provide translating and interpreting services for teachers and staff as assigned.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

Exercises no supervision.

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MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

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:

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.
Communicate effectively both orally and in writing.
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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school.

LICENSES AND REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL ABILITIES:

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.

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Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981

Policy Revised: April 4, 1995

Policy Revised: June 22, 2010