



## **MERCED CITY SCHOOL DISTRICT**

### **CLASS TITLE: PUPIL SERVICES LIAISON**

#### **PRIMARY FUNCTIONS:**

Under the direction of the Director of Pupil Services or designee, serve as liaison between department and parents; department and businesses; communicate with parents and community members and provide a variety of information related to District programs, activities, and events.

#### **REPRESENTATIVE DUTIES:**

Serve as liaison between the Pupil Services Department and parents; promote parent involvement in student support efforts. Receive, collect, and organize referrals from schools regarding truancy and behavior concerns.

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

Assist office staff with a variety of clerical duties as assigned; maintain files and records of assigned programs. Prepare and present cases of habitual truancy to the Student Attendance Review Board (SARB). Process applications for hearings for students who are experiencing attendance problems.

Maintain records, histories, logs, and files as required. Check and verify legal residences of students, and reasons for request for intra or inter-district agreements.

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

Attend a variety of meetings related to program activities. Invite participants and arrange conferences with parents, school administrators, and participate in a liaison capacity which includes the transportation of parties when necessary.

Maintain regular and prompt attendance in the workplace.

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.

Perform related duties as assigned.

**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 communication skills
- 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 the Pupil Services Department, parents, and community members.
- Conduct interviews for the purpose of providing and obtaining information.
- 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.

**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 aid students and parents;  
dexterity of hands and fingers to operate office equipment.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA).