MOUNT DIABLO UNIFIED SCHOOL DISTRICT

COMMUNITY LIAISON

Primary Function

Act as a resource and liaison among central office staff, school site staff, parents, and community members to resolve a wide variety of issues related to the educational program; independently perform operational and technical duties related to parent engagement and department support.

Directly Responsible To

Superintendent

Major Responsibilities

1. Act as a resource and liaison among central office staff, school site staff, parents, and community members to resolve a wide variety of issues related to the educational program.
2. Research, interpret, and explain district policies and procedures and Education Code.
3. Act as an advocate for schools; respond to parent complaints and participate in parent meetings; represent the district and/or department at meetings.
4. Maintain ongoing, effective communication with parents, schools, community, and central office staff regarding school programs; develop and support parent outreach programs.
5. Assist with administrative detail; conduct special studies and prepare narrative and statistical reports; maintain records.
6. Provide related program training for community members.
7. Coordinate various community development services and programs.
8. Perform program evaluations to determine effectiveness of various projects.
9. Attend or conduct meetings.
10. Collaborate with community agencies and businesses.
11. Perform regular duties as assigned.
12. Coordinate parent forums as needed.
13. Coordinate and support parent education.

Qualifications

Knowledge and Skills

1. Familiarity with socio-economic strengths and challenges in the community.
2. Knowledge of modern office procedures and methods.
3. Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
4. Ability to communicate effectively orally and in writing.
5. Operate standard office equipment.
6. Analyze situations accurately and adopt an effective course of action.
7. Work independently with little direction.
8. Plan and organize work to meet schedules and time lines.
9. Maintain records; prepare reports and correspondence.
10. Read, interpret, apply, and explain rules, regulations, policies and procedures.
11. Ability to speak English/Spanish preferred.
12. Knowledge of program objectives and the programs and services available for students.
13. Knowledge of multiple methods of meeting student needs in an appropriate and effective manner.
14. Knowledge of family dynamics and culture.
15. Knowledge of relevant public and private community agencies and informational resources available to students and family.
16. Knowledge of the social and ethnic composition of the community.
17. Ability to establish and maintain effective, cooperative and collaborative working relationships with families, teachers, educational and community agencies and the public in general.
18. Ability to access community resources.
19. Ability to facilitate meetings and to coordinate training and in-service sessions.
20. Ability to recognize situations which require referral to outside agencies.
21. Ability to exercise patience, diplomacy, good judgment and tact.

Education, Training and Experience

1. Any combination of training, experience, and/or education equivalent to two years of recent, related experience in a public contact assignment.
2. Possession of a valid California driver's license

3. Oral and written skills in Spanish or other foreign language may be required for designated assignments.

Working Conditions

Physical Requirements:

Hearing and speaking to exchange information; seeing to read, prepare and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

CST Range 508 (Reclass. Approved 6/26/17)

Adopted by the Board of Education: June 25, 2015