

COMMUNITY LIAISON WORKER

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinates communications and dissemination of information between the school, home, and the community; facilitates home and community understanding of school programs and objectives, and **actively increases and assures** parent involvement in school activities; develops and maintains effective working relationships with individuals, community groups and social service agencies. Some positions in this class may require the ability to communicate in a designated second language.

ESSENTIAL DUTIES:

Assist in identifying and meeting the needs of students in the areas of health, welfare, academics, and guidance.

Establishes a cooperative working relationship with District and community agencies in order to plan, secure, and provide needed services for students and their families.

Access student records via the District's computerized records data management system.

Monitor student attendance and make necessary parent contact regarding attendance concerns.

Assist parents and school personnel by establishing communication between the home and school through direct contact in day, evening, and, on occasion, home visits.

Assist parents in understanding school standards and student conduct, attendance, cooperation and concerns.

Promote parent and community participation in school and community activities.

Disseminate school-related information to students and parents in an accurate manner.

May translate or interpret site specific materials in both oral and written form between English and a designated second language.

Operates office equipment, computer, including related software and applications.

OTHER REPRESENTATIVE DUTIES:

May assist with second language proficiency assessments.

May support and/or deliver presentations to adults.

Provide assistance to school personnel in recognizing and understanding of a students' background through means of direct contact with parents.

Help school personnel understand individual and community perceptions.

Performs job-related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to and receives direction from a school principal or other designated administrator.

Internal Contacts: Continuous contact with students and staff.

External Contacts: Continuous contact with children, parents, guardians, families, and/or representatives of the District community and outside agencies.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various agencies in the community which can serve the needs of students and their families.

Problems and concerns of families in the community.

School objectives, programs, and requirements.

Social and ethnic make-up of the community.

Record-keeping techniques.

Oral and written communication skills.

Customer service and etiquette.

Interpersonal skills; using tact, patience, and courtesy.

Proper-usage of grammar, spelling, punctuation, and vocabulary.

Office equipment, including related software and applications.

District organization, operations, policies and objectives.

ABILITY TO:

Speak before community groups.

Understand school policies and procedures.

Motivate students and parents to participate fully in school activities.

Communicate students' academic and social-emotional needs.

Understand and follow both oral and written directions.

Operate a variety of software programs.

Perform clerical duties, such as filing, duplicating, typing, and maintaining simple records.

Effectively manage time to meet deadlines, balance multiple projects and prioritize tasks.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively in a second designated language (in addition to English) for some positions in this class.

EDUCATION AND EXPERIENCE:

1. A high school diploma or equivalent, along with the appropriate training to demonstrate the knowledge and skills outlined above.

And

2. One (1) year of related experience involving public contact.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to do the following:

- Ability to move around freely in crowded environments.
- Grasp, grip, handle, and use hands for fine motor tasks.
- Reach with hands and arms.
- Frequently required to stoop, kneel or crouch.
- Frequently talk, hear and listen.
- Specific vision abilities required of person in this job include close vision, distance vision, depth perception, and the ability to change focus.
- Regularly lift and/or move objects weighing up to 25 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PREPARED BY: Classified Personnel Department

DATE:04/1993

APPROVED BY: Board of Trustees (Ernst & Ernst)

DATE:03/1979

APPROVED BY: Personnel Commission

DATE:04/20/1993

REVISED BY: Personnel Commission

DATE: 04/26/2005

REVISED BY: Personnel Commission

DATE: 06/3/2025