JOB DESCRIPTION

JOB TITLE: Community Liaison

Job Family: Instructional/Student Services

Range: 24

Job Purpose Statement/s: The job of "Community Liaison" is done for the purpose/s of assisting parents of Spanish-speaking students in understanding school procedures, programs and goals; performs liaison duties between school and community; receive general and direct supervision from the school principal or designate and must be fluent in English and a designated second language.

Essential Job Functions:

* **Meets** with parents of student discussing student and school procedures.
* **Involves** parents in school activities and encourages understanding and support of school/student programs.
* **Improves** school attendance among students by assessing problems, improving communication and enlisting parent support.
* **Counsels** students, identifies interests and reviews schedules.
* **Recruits** parent volunteers and makes home visitations as needed.
* **Confers** with teachers, assesses tutoring needs and assists in adjusting student programs.
* **Communicates** and provides information concerning school and district programs.
* **Attends** inservices and workshops as scheduled.
* **Performs** variety of clerical work, including typing, filing, checking and recording information on records.
* **Solicits** community assistance for programs and special awards.
* **Assists** in increasing awareness of needs of students among instructional staff by conferring with teachers, assessing individual student goals and problems with them.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** One (1) year of responsible experience in community relations, social service, inter-group or inter-cultural activities.
* **Skills, Knowledge and/or Abilities Required**:

  Skills: Typing/keyboarding - 30 words per minute. Fluency in oral and written English and a designated second language.

  Knowledge of general concepts of child growth and development, child behavior characteristics and inter-cultural relationships; community resources related to individual student and group needs.

Abilities understand oral and written instructions. Interpret and communicate student problems to teachers and school problems to students and parents; explain, confer, mediate and train as appropriate to situations presented.

* **Education Required:** High School diploma or equivalent. Some college level courses in psychology, human relations, education or similar social science fields.

***** **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of a valid California Driver's License.