

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: PARENT/COMMUNITY LIAISON

BASIC FUNCTION:

Under the direction of the Executive Director, Innovation and Engagement, performs a variety of bilingual community liaison activities with parents and families; participates in the development and implementation of various projects and special programs related to parent involvement and community engagement; collaborates with school staff and parents in identifying and achieving student educational goals; assists families in accessing support services; coordinates District-sponsored tutoring, parent education, and related training programs; maintains related records and reports related to assigned duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collaborates with school staff and parents to develop goals, programs and classes to support non-English speaking parents and students; plans and organizes meetings and educational training classes for parents and program participants.

Communicates with personnel, administrators, parents, families and outside organizations to coordinate program implementation/enrollment, resolve issues and conflicts and exchange information

Coordinates adult ESL classes, and curriculum.

Assists in recruiting parents as volunteers to foster parent engagement and involvement within District schools.

Monitors and evaluates the needs of enrolled students; provides information and materials to parents and families to assist them in utilizing community services and other resources; refers families to local, state or federal agencies or school services as appropriate; follows-up on referrals.

Operates a variety of office equipment including a copier, projector, computer and assigned software; drives a vehicle to conduct work.

Plans, facilitates and implements strategies and activities aimed at strengthening relationships and communication between parents,

Prepares and maintains a variety of documents, records and reports related to assigned activities; types and inputs a variety of data into an assigned computer system; prepares and distributes materials and information to parents and staff.

Provides oral and written translation and interpretation of correspondence, forms, letters, reports and other instructional and educational materials from English to a designated second language; proofreads and assures accuracy of translated materials.

Receives, screens and routes telephone calls; responds to requests, concerns and questions.

Schedules and arranges appointments and meetings with District staff for non-English speaking students, parents and families.

Serves as a District liaison between students, parents, schools and outside community organizations and agencies to support efforts to improve student academic performance and parent involvement.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Training and presentation techniques.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

District organization, operations, regulations, policies and objectives related to position.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Preparation and planning techniques for community events and activities.

Record-keeping and report preparation techniques.

Parent Education and Adult ESL.

Oral and written communication skills.

Correct usage, grammar, spelling, punctuation and vocabulary in English and a designated second language.

Interpersonal skills using tact, patience and courtesy.

Available community, educational and social service resources.

Applicable laws, codes, regulations, policies and procedures.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic public relations techniques.

ABILITY TO:

Perform liaison duties between the District, students, parents, families and outside organizations.
Communicate effectively both orally and in writing in English and a designated second language.
Maintain records and prepare reports.
Compose correspondence and written materials independently or from oral instructions.
Refer families to appropriate local agencies or school services.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software.
Plan and organize work.
Work independently with little direction.
Read, interpret, follow rules, regulations, policies and procedures.
Type and input data at an acceptable rate of speed.
Maintain confidentiality of sensitive and privileged information.
Work variable or flexible hours as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and two years of related experience involving frequent public contact or working with school age children and some experience in parent/adult education.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid California Class C Driver's License and evidence of insurability.
Incumbents in this classification are required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor Office environment.
Driving a vehicle to conduct work.
Work variable or flexible hours as assigned.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to retrieve materials.
Reaching overhead, above the shoulders and horizontally to retrieve supplies and materials.
Lifting and carrying light objects.

HAZARDS:

Traffic hazards.

FLSA Status

Non-Exempt

Approval Date

03/01/08, 9/28/17, 10/4/19