

## COMMUNITY LIAISON

### DEFINITION:

Under general supervision of the school principal or designee, the Community Liaison establishes communication with parents and families of participating students, to inform of and distribute information and materials related to school programs and support services available; develops and maintains effective working relationships with individuals, community groups, public and private family support and social service agencies in planning, receiving and providing needed community services; assists school personnel in the recognition and understanding of students' backgrounds and social support needs; provides required translation and interpretations services for the school as requested; assumes and performs related work as is necessary and required.

### CLASS CHARACTERISTICS:

This class is distinguished from other Community Liaison classes in that the primary emphasis of the work is to establish communication with and assist parents of students and potential students in becoming connected with the school and various community based service organizations to ensure necessary basic health, housing, food and clothing needs for students are identified and/or made available.

### EXAMPLES OF DUTIES:

Provides day-to-day translation and interpreting services for the school principal/teacher to non-English speaking parents of students or prospective students, makes phone calls or home visits as necessary and attends a variety of meetings to serve as an interpreter , i.e., IEP, and SARB meetings, parent conferences, etc.; *E*

Disseminates school related information to students and parents; *E*

Assists staff and/or parents in identifying and meeting student needs in the areas of health, welfare, academics and guidance by working directly with students and/or parents; *E*

Assists staff and parents with facilitating and maintaining communication links; *E*

Obtains, develops and maintains current information and referral resources available to meet parents and students psychological, medical, clothing, housing, legal and other needs; *E*

Arranges, coordinates and interprets for educational program meetings and workshops, e.g. School Site Counsel, PTO, English Learner Advisory Committee, Oak View Collaborative Action Team, etc., aimed at parent and community members. *E*

Plans, secures and provides needed community services by establishing cooperative working relationships between the District and a variety of entities and agencies; *E*

Provides representation at meetings of a variety of community based organizations and public agencies to insure visibility, achievement of various school program goals and to interpret for non-English speaking parents and members of the community; *E*

Prepares, makes presentations, and represents the Oak View School community before school, agency, business, political, professional and community groups; *E*

*E denotes an essential function of the job.*

Assists in developing parents into school/community leaders by encouraging parent and community involvement in school advisory committees and community activities;

Receives from a variety of donated sources and coordinates the distribution of food and clothing to needy students/parents;

Coordinates and/or assists with various PTO fund raising activities;

**SUPERVISION:**

Receives general supervision from the school principal or designee.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Community agencies which serve the needs of students and families;

Cultural diversity and needs of the community served;

Modern office methods, procedures, terms, and equipment, including a basic knowledge of the use of personal computers and word processing software;

English and applicable foreign language usage, spelling, grammar and punctuation.

Basic mathematics;

Simple record keeping;

**Ability to:**

Read, write and speak English as well as the primary language of the community;

Communicate effectively both orally and in writing with a wide range of people including school personnel, agency staff, professionals, legislators, business leaders and community members and groups;

Use initiative in recognizing community problems as well as students' academic and social needs; and develop techniques, resources and materials to meet such needs;

Rapidly learn relevant procedures and functions and be able to independently apply them as necessary;

Determine and retain privileged communications;

Organize, coordinate and conduct a variety of meetings;

Operate various office equipment, including data and word processing equipment and software programs;

Maintain accurate records;

Understand and carry out instructions;

Work cooperatively and effectively with others of diverse cultures and backgrounds.

**EDUCATION AND EXPERIENCE:**

Graduation from high school is required. Formal education in a language other than English is also required. Typically the above office related knowledge, skills and abilities are acquired through one or more years of working experience in an office environment. Several years of experience and/or training in community development activities, working with multi culturally and socioeconomically diverse populations, or experience and training working with children, adults and/or service organizations is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Frequently sits, stands, walks, stoops and bends; frequently uses arms and hands and repetitively uses fingers on both hands simultaneously; occasionally safely lift, carry, and/or push up to 50 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment and distance vision to drive a vehicle; uses a computer and telephone; works primarily inside and occasionally outside; has frequent contact with students, parents, members of the community and district staff and is frequently exposed to minor, occasionally severe, contagious illnesses; frequently works without direct guidance from the immediate supervisor, occasionally with tight deadlines.

**LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver License.

Revised 5/99

Last Revised 5/13/04

Reviewed with no revisions effective 12/13/07