

SCHOOL/COMMUNITY OUTREACH LIAISON

DEFINITION

Under the direction of the principal or designee, serve in a liaison capacity between the school, home and the community to facilitate home and community understanding on behalf of parents of students in specially funded programs; and do related work as required.

EXAMPLE OF DUTIES

Assist parents of program students with school regulations, policies, instructional programs, and school/District forms and procedures as needed; involve families and parents of program students on committees and school activities, and generally encourage their understanding and support of school and student programs; make home contacts as needed; make student referrals; assist with extended day/extended year learning opportunities. Provide oral interpretation in a second language; prepare written translations for school newsletters, instructions and memos for home distribution; translate for teacher-parent conferences, committee and parent advisory committee meetings; assist in setting up parent advisory committees, and their programs and agendas; communicate special problems to principal and recommend referrals to local community agencies; record data and information on project or District forms; attend some weekend and evening meetings related to duties and responsibilities; may be required to transport students and/or parents in personal vehicle; attend and participate in pre-service and in-service training; assist in identifying and utilizing community resources; submit to supervisor periodic records of work performed and assist in carrying out the guidelines and objectives of the specially funded program.

QUALIFICATIONS

Knowledge of

Bilingual oral and written communications techniques; school, District and educational objectives; child, teenage and adolescent problems, interests and conflicts; community resources related to individual student and family needs; provisions of the California Education Code related to compulsory education.

Ability to

Have an understanding and appreciation of cultural diversity; learn and apply District/school policies and procedures; maintain effective relationships with students, parents, families, teachers, staff and administrators; display leadership in integrating student/family relationships in relation to school programs and procedures; communicate effectively with individuals and groups; follow methods and procedural guidelines; maintain accurate records; prepare general reports; pass required reading and writing proficiency examination in English and a designated second language. Ability to use computer software desired, but not required.

Experience

A minimum of one year of responsible experience in community relations, inter-group or inter-cultural activities, or similar program work, preferably with knowledge of the designated language and cultural needs of the families.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing, or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License.

Board Approved: January 14, 1997

Revised: May 11, 1999

Revised: February 8, 2005 effective March 1, 2005