

## DISTRICT PARENT LIAISON

Job Summary

Under the direction of the Director of Educational Services or the District Parent Liaison. Assist in the coordination of services: health, social services, attendance services and all aspects of parent involvement. Act as a liaison between the district and families. Be present at all activities where parents are invited at school sites. Assist school sites in parent trainings, conferences and other duties as assigned.

Qualifications:Required:

- Possess a valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all time while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)
- Completion of the twelfth grade or equivalent
- Three years experience working in a school setting with children
- Typing certificate verifying a net corrected speed equal to or greater than 40 wpm
- Bilingual (Spanish/English)

Desired:

- AA Degree
- Self-starter and highly motivated
- Strong people and communication skills
- Previous work experience with multicultural individuals/groups in a school-based setting

Knowledge and Ability:

1. Excellent organizational and networking skills
2. Ability to communicate and work cooperatively with teachers, students, parents, administrators and other staff
3. Knowledge of English/Spanish translation: writing, verbal and reading
4. Ability to relate well to students and families in a nonjudgmental and caring manner
5. Ability to communicate effectively, both in writing and orally
6. Knowledge of the curriculum offerings as well as local and community services available
7. Knowledge of basic computer skills, particularly word processing
8. Ability to be trained to use the school computer network and web page maintenance software
9. Knowledge of district policies and guidance guidelines
10. Ability to prepare memoranda, letters, reports and other correspondence and to edit accurately
11. Ability to keep a variety of records and maintain files
12. Ability to be flexible in work hours and be able to adjust time

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Attendance at DELAC meetings, Parent Advisory Committee meetings on and other meetings as deemed necessary; SSC, ELAC, PIQE and other school parent organizations
2. Serve as liaison between students, parents, school and community
3. Ensure that reports are prepared and submitted as required
4. Communicate regularly with other site staff regarding child/family issues and share other necessary information
5. Promote parent involvement and volunteerism
6. Prepare paperwork for classroom volunteers; set up appointments for fingerprints and coordinate TB testing and track testing
7. May assist school sites in preparing and presenting parent training orientations for volunteering in classrooms
8. Visit and consult with parent after first attempt and counseling over chronic absenteeism.
9. Organize activities and events for parent involvement, e.g., support groups, basic needs services
10. May provide support for partnerships with the school and other organizations and agencies
11. May assist families with completion of the Federal Free/Reduced meal application forms

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12. May interpret for Expulsion Hearings, SARB, Board Meetings, etc.
13. May enroll / register students into all school sites; request Cum folders
14. Update parent information sources such as websites and calendars
15. May assist in notification to parents of school functions such as award assemblies and student presentations
16. Compose correspondence without instructions from supervisor
17. Dispense information to the public over the counter or on the telephone; Teleparent
18. File correspondence and confidential student material
19. Keep records and maintain files
20. May make referrals to additional services required by the student or other family members
21. Makes contacts with other sites
22. Maintain and keep accurate records and protect confidential information
23. May assist Director of Educational Services with related responsibilities
24. Travel from site to site within the District
25. Other appropriate duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job

Salary / Days / Hours:

Classified Salary Schedule – Range 11  
186 Days per Year  
8 Hours per Day

Position eligible for participation in CalPERS retirement system