

DISTRICT LIAISONJob Summary

Under the direction of a Director of Categorical Programs. 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 to facilitate communication between parents and their children's school. Be present at all activities where parents are invited at school sites. Assist school sites in parent trainings, conferences and other duties as assigned. They also serve as a liaison with the broader community by sharing the goals and vision of the school district.

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)
- High School diploma or equivalent
- Three years experience working in a school setting with children
- Typing certificate 40 wpm net
- Must have reliable vehicle
- Bilingual (Spanish/English)

Desired:

- AA Degree or higher
- Self-starter and highly motivated
- Strong positive relationship skills
- Strong verbal and written communication skills with the ability to effectively convey information to individuals at various organizational levels

Knowledge and Ability:

1. Excellent organizational and networking skills
2. Ability to communicate and work cooperatively with teachers, students, parents, administrators, staff and community
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 in Microsoft Office programs and data analysis software
8. Knowledge of district policies procedures, and guidelines
9. Ability to prepare memoranda, letters, reports, and other correspondence and to edit accurately
10. Ability to keep a variety of records and maintain files
11. Ability to be flexible in work hours and be able to adjust time when needed
12. Ability to create flyers, bulletins to promote site and district events

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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, IEP, SARB, Expulsion Hearings, WASC, LCAP/LSAC and any other school parent organizations/events
2. Transcribes meeting minutes and documents related to District level committee meetings as assigned by supervisor/designee
3. Serve as a positive liaison between students, parents, school and community
4. Prepares a variety of documents, reports and written materials (e.g. student progress, contacts with parents, teachers, outside professionals, etc.) for the purpose of communicating information to parents, staff, providing written support, developing recommendations and/or conveying information
5. Ensure that reports are prepared and submitted as required
6. Drafts, edits and processes records for a variety of meetings; researches and compiles data and related reports; prepares complex reports; maintains various office records and statistical reports
7. Communicate regularly with other site staff regarding child/family issues and share other necessary information
8. Promote parent involvement and coordinate annual trainings
9. Assist school sites in preparing and presenting parent training orientations for volunteering in classrooms
10. Visit and consult with parent after first attempt and counseling over chronic absenteeism.
11. Organize activities and events for parent involvement, e.g., support groups, basic needs services
12. Provide support for partnerships with the school and other organizations and agencies
13. Assist families with completion of the appropriate District required forms
14. Will interpret and translate as needed
15. Register students into all school sites as needed
16. Maintain parent information sources such as websites, social media and calendars
17. Prepares newsletters, special brochures, flyers and other publications
18. May assist in notification to parents of school functions such as award assemblies and student presentations
19. Independently compose correspondence with supervisor approval
20. Dispense information to the public in person, by phone or digitally; automated telephone and Internet-based parental notification system
21. Assists in reviewing and processing SIS (Student Information Systems), parent portal and/or online registration as necessary to provide support
22. Make referrals to additional services required by the student or other family members
23. Maintain, file and keep accurate records and protect confidential information
24. Assist District Admin or designee with related responsibilities
25. Travel from site to site within the District
26. Conduct home visits for the purpose of attendance, social services, disciplinary and all aspect of parent involvement
27. Perform other appropriate duties as assigned that support the mission, vision, values and goals of the District.

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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 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, moderate lifting of up to 20 lbs. 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 17
194 Days per Year
8 Hours per Day