

## SCHOOL/COMMUNITY LIAISON

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, communicate with parents, teachers and administrators regarding attendance, health, finances and academic and social adjustment of identified students; provide assistance to school families and refer to community resources and agencies as appropriate; conduct fundraisers and recruit for volunteer/donated services from outside agencies.

### **REPRESENTATIVE DUTIES:**

- Advise parents and students regarding regular attendance, providing information regarding school rules and regulations; make referrals to appropriate agencies and community resources as needed. **E**
- Compile information from various sources, prepare materials and attend SAP/COST/SST/504 meetings, as directed. **E**
- Provide medical assistance to students and families in need; seek and recruit medical and dental professionals to donate services to students in need; solicit organizations for donations for major medical needs such as surgeries. **E**
- Provide financial assistance to families; conduct fundraisers to raise funds; solicit organizations for financial donations; provide PE uniforms, lunch tickets and other materials as needed; collect food and clothing for the needy and deliver to homes as appropriate. **E**
- Establish and maintain community resource contacts as appropriate; maintain information on available community resources for use by District personnel, parent groups and families. **E**
- Make home visits to communicate school concerns such as truancy, attitude, and health issues to parents; communicate community or parent concerns to school administrators. **E**
- Attend truancy related meetings and conferences as assigned. **E**
- Transport students and parents to a variety of locations as required. **E**
- Provide oral and written translations for parents, students, staff and others as assigned; provide translations at meetings, conferences and other events as needed. **E**
- Prepare and maintain records, reports and files related to students and assigned activities; provide for case management of identified students; prepare statistical reports related to attendance. **E**
- Conduct freshman orientation sessions; provide information related to school rules and policies and programs available; assist with establishing goals and study skills. **E**
- Plan and implement student advisory activities and events for assigned students to enhance student participation and build community awareness as assigned. **E**
- Operate a computer and other office equipment as assigned. **E**
- Attend a variety of meetings, hearings and conferences; make presentations to organizations and others as assigned; participate on assigned teams or committees.
- Perform related duties as assigned.

### **KNOWLEDGE OF:**

School attendance and academic requirements, policies and procedures.  
Cultural background of minority, ethnic and disadvantaged groups.

Community resources and social service agencies.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Applicable sections of State Education Code and other applicable codes and laws.  
Oral and written communication skills.  
Correct oral and written usage of English and a designated second language.  
Public speaking techniques.  
Operate a computer and other office equipment.

**ABILITY TO:**

Promote school/community relations.  
Assist parents and students in resolving school/student related problems.  
Promote parent and child participation in school.  
Solicit donations from outside organizations and conduct fundraisers.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Work effectively in a multi-ethnic setting.  
Review situations and determine an effective course of action.  
Work confidentially with discretion.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Operate assigned office equipment.  
Read, write, translate and interpret English and a designated second language.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years working with students and parents in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Some positions in this class may be required to speak, read and write a second designated language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.

07/01/15  
SMJUHSD  
Range 20