

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: TEEN PARENT PROGRAM OUTREACH LIAISON

BASIC FUNCTION:

Under direction perform a variety of coordinative and record keeping tasks in support of the Teen Parent Outreach and Child Development programs. This includes initiating and planning components of service delivery to participants; facilitating communications among related groups and planning and conducting meetings and other similar tasks.

REPRESENTATIVE DUTIES:

- Review and keep abreast of program changes and participant involvement.
- Contact program providers, agencies and district staff members to resolve issues, conflicts and problems related to program requirements and participant needs.
- Work to gain an understanding of agency concerns and requirements and the needs of private and District providers. Assists agencies and providers with understanding District guidelines.
- Work to gain understanding of participant needs and determines ways child development programs, District, community and social services resources can be used to assist them.
- Assist with the preparation and implementation of policies and procedures.
- Maintain parenting teen student's participation records and other necessary records and documentation; submit reports as required according to deadlines.
- Review participant documentation for program process including paperwork.
- Provide assistance, information and referrals to parenting teen students regarding community resources; develop and maintain contact with community organizations; maintain a current community resource list.
- Schedule and assist with meetings with participants, parenting teen students, staff members, agency representative and service providers.
- Assist in training staff members and volunteers regarding program requirements and related paperwork and eligibility requirements.
- Perform clerical duties such as preparing correspondence and newsletter, filing, answering telephones and greeting visitors.
- Attend meetings and training provided by funding agencies.
- Perform other related duties within job classification.

QUALIFICATIONS:

KNOWLEDGE OF:

Appropriate program requirements.
District, community, social service and other resources and organizations.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Office procedures and practices.
Basic computer software such as database or spreadsheet.
Record keeping.

ABILITY TO:

Understand and apply complex guidelines and requirements.
Explain complex concepts and program requirements to others.
Express self in writing.
Coordinate different work requirements and process.
Develop and maintain effective and cooperative working relationships.
Work effectively with the public and program participant.
Work independently with a minimum of direction and take proactive steps to resolve problems and concerns.
Maintain records and files.
Operate a variety of office machines including typewriting, calculator and computer.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: completion of an AA degree in Early Childhood education including six (6) units in Child Development Program Administration and a valid site supervisor or Director Permit issued by the California Commission on Teacher credentialing; and three (3) years working with instructional, social services or related programs.

LICENSE AND OTHER REQUIREMENTS:

Possession of a First Aide Certificate including CPR.
Valid California Driver License.