

VISTA UNIFIED SCHOOL DISTRICT

COMMUNITY LIAISON

Purpose Statement

The purpose of a Community Liaison is to improve communication and student achievement by promoting parent and community involvement in the educational process; refer and provide information on services available to students and families; convey and interpret information regarding school and/or District activities, policies, goals, and procedures; plan, organize, and coordinate a variety of events and activities in support of the District's educational program; and work a flexible schedule as needed by the position.

This job reports to a Principal.

Essential Functions

- Facilitates communication with parents on the behalf of the school and/or District for the purpose of creating and maintaining a partnership between home and school and creating a greater understanding of educational procedures, issues, and concerns.
- Coordinates with community leaders and organizations for the purpose of providing information regarding school and District program goals and objectives, building resources, and expanding program capabilities.
- Confers with teachers and staff and performs follow up functions and activities including concerns with student attendance, welfare, and other issues for the purpose of supporting the students' overall academic needs and well-being and/or making appropriate referrals.
- Provides translation and interpretative services pertaining to both oral and written communication and communicates issues related to linguistic and/or cultural differences to teachers and staff for the purpose of removing language barriers and building relationships.
- Participates in and conducts confidential and sensitive conferences with parents and school and community members for the purpose of gaining information and/or discussing needs and issues involving students and their families.
- Contacts parents and conducts home visitations for the purpose of facilitating appropriate communication and to assist parents in their awareness of school policies, programs, and resources for youth and community services.
- Attends and participates in a variety of meetings, workshops, in-service training, advisory committee functions, and school and community activities for the purpose of receiving and/or conveying information to promote parent and community involvement in the educational process.
- Plans, organizes, and coordinates a variety of functions and activities related to parent volunteer service programs and parent volunteer training programs and activities, including the recruitment and recognition of parent volunteers, for the purpose of expanding program capabilities and providing support for the educational program.
- Plans, coordinates, organizes, and assists with a variety of activities and events for parents and community leaders (e.g. presentations, forums, workshops, etc.) for the purpose of providing support to the school, District, and parents, showcasing students' talents and abilities, and celebrating the diversity of the community.
- Collaborates with Community Liaisons and other internal and external parties for the purpose of developing and sharing strategies, planning and assisting with events, and achieving school and District goals and objectives.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting program operations.

- Processes and assists parents with the completion of a variety of forms, documents, and materials (e.g. registration and enrollment forms, student discipline and attendance, language proficiency surveys, etc.) for the purpose of completing and gathering information in compliance with established administrative guidelines.
- Maintains manual and electronic documents, files, and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information and facilitating communication among parties.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying job-related codes, regulations, and laws; communicating with diverse groups; facilitating meetings; fluency in English and Spanish; operating standard office equipment including using pertinent software applications and office technology; planning and managing projects; preparing and maintaining accurate records; and promoting activities and/or events.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; solve practical problems; analyze situations to define issues and draw conclusions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone and email etiquette; community resources; correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary; cultural differences of student population; job-related codes/laws/rules/regulations/policies; methods of tactful, patient, and courteous interpersonal interactions; methods of training; modern office practices and procedures; office equipment and technology; pertinent software programs; principles of community services and programs; procedures, methods, techniques, and strategies utilized in the development of school and community liaison; recordkeeping practices; school and District policies and procedures; and school safety and security practices.

ABILITY is required to schedule a significant number of activities and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: accuracy and attention to detail; adapting to changing work priorities; adhering to safety practices; analyzing issues and determining an appropriate course of action; building collaborative relationships; communicating effectively orally and in writing in English and Spanish and translate between English and Spanish; communicating with persons of diverse backgrounds; communicating with diverse groups; displaying empathy, tact, and courtesy; establishing and maintaining effective working relationships with others; interacting with the public; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; planning and organizing activities; providing customer service; reading, interpreting, and following rules, regulations, policies, and procedures; setting priorities; understanding and following oral and written directions; working a flexible schedule; working as part of a team; working with detailed information/data;

and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures; leading, guiding, and/or coordinating others; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency: High school diploma or equivalent, supplemented by course work or training in community awareness or in multilingual and multi-cultural programs and one (1) year of paid or volunteer experience providing service in community or school service programs, or a related area.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Driver License and evidence of insurability.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status
Non-Exempt

Approval Date
Revised:06/21/16

Salary Grade
Classified, Range 41