

	<p style="text-align: center;">Classified Position Description</p> <p style="text-align: center;">Community Liaison</p> <p style="text-align: center;">(Previously Bilingual Home/School Liaison*)</p>	<p>Initial Date: September 4, 2010 Board Approval: June 10, 2014 Revision Date: May 30, 2014 Personnel Commission: October 20, 2010 Range: 39</p> <p>Reports to School Site Administrator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

The Community Liaison works under the direct supervision of the school principal to provide a link between home and school and actively works to strengthen that link for bilingual students and their parents/guardians.

REPRESENTATIVE DUTIES:

- Maintain confidentiality in communication with parents, community and students
- Provide verbal and/or written interpreter/translator services for students and their parents
- Assist with student assessment language assessment
- Assist with student enrollment
- Assist with student and parent activities sponsored by the school
- Assist in the compilation and distribution of academic support services information
- Assist in the compilation and distribution of extended learning services information
- Assist in the compilation and distribution of community and health services information
- Assist in the compilation and distribution of parent education and services information
- Assist and support students and their parents in accessing these services
- Assist with outreach activities such as making contact with parents/guardians about attendance, discipline, and related issues
- Conduct an active identification and recruitment for students in need of such services including home visits if needed
- Attend parent meetings after school and in the evening
- Maintain logs and other records of contacts and activities
- Perform other duties as assigned

KNOWLEDGE AND ABILITIES:

- Knowledge of the typical needs of students and their parents
- Knowledge of district programs and services
- Knowledge of community programs and services
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Ability to speak, read and write a second language* fluently
- Ability to provide translation and interpretation services as needed
- Ability to establish and maintain effective relationships with students and their parents
- Ability to establish and maintain effective relationships with school/district staff
- Ability to establish and maintain effective relationships with community providers
- Ability to flex time to be able to accommodate school schedule, evening meetings, or work need to be conducted outside normal work schedule

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required
- Experience working with school-age children desired
- Bilingual/biliterate in Spanish and English

LICENSES AND OTHER REQUIREMENTS:

- A valid California driver's license
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Primarily indoor working environment; office
- Includes both school and home environments
- Driving a vehicle to conduct home visits

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Sitting for extended periods of time
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials
- Reaching overhead, above the shoulders and horizontally
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

*Current language needed is Spanish.