

	<p style="text-align: center;">Classified Position Description</p> <p style="text-align: center;">Home/School Liaison</p>	<p>Initial Date: September 8, 1976 Board Approval: Personnel Commission: Revision Date: March 16, 2005 Range: 39 Reports to: Migrant Program Administrator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Provides communication between the home and school and strengthens home and school relationships among the participants in the Migrant Education Program.

DISTINGUISHING CHARACTERISTICS

This job class requires frequent home visits, knowledge of community based services and basic clerical and computer skills.

REPRESENTATIVE DUTIES

- Assist in compilation of academic supports available to Migrant Education Program students in the district, including program titles/names, a brief description of the program, the target population and contact information.
- Assist in compilation of extended learning opportunities available to Migrant Education Program students in the district, including program titles/names, a brief description of the program, the target population and contact information.
- Assist in compilation of community and health supports available to Migrant Education Program students in the district, including program titles/names, a brief description of the program, the target population and contact information.
- Assist in compilation of parent education programs and services available to Migrant Education Program students in the district, including program titles/names, a brief description of the program, the target population and contact information.
- Assist in compilation of preschool services available to Migrant Education Program students in the district, including program titles/names, a brief description of the program, the target population and contact information.
- Maintain regular contact with service providers. Establish two-way communication channels. Review the status of services to Migrant Education Program families. Problem solve any outstanding issues for collaborative partners. Help ensure effective partnerships.
- Advocate for services for Migrant Education Program families.
- Conduct an interview protocol with all families new to the district. Review the needs of the family, provide information on services available to the family, and assist with follow-up services as needed.
- Maintain a work log documenting contacts with Migrant Education Program families.
- Conduct periodic reviews of the status of linkages for individual families. Document access of Migrant Education Program families to existing services.
- Prepare monthly reports on number of family contacts, interview protocols completed, and document successful linkages to existing services.
- Assist in the updating of forms on a regular basis. Ensure that linkages are established as new programs begin, and delete programs that are not proving beneficial to Migrant Education Program families.
- Conduct active identification and recruitment with families in need.
- Attend case management workshops and health forums.
- Maintain open communication with district and community staff, as well as the regional office. Assist with coordination of services.

EMPLOYEE STANDARDS

Knowledge, skills and abilities required:

- Knowledge of district Migrant Education Program.
- Knowledge of child development techniques.
- Ability to relate well to migrant children and parents.
- Ability to collaborate with other agencies to provide optimum services to children.
- Ability to translate accurately both English and Spanish.
- Ability use computers for word processing, charts, graphs and spread sheets.
- Ability to learn and interpret relevant district rules and policies and apply them with good judgment.
- Skill in maintaining confidentiality of policy development and employer-employee relations materials.
- Ability to pass a standardized typing test at the rate of 40 words net per minute.
- Skill in operating a variety of office equipment such as typewriter, calculator, copier, computer and printer.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

Working Conditions:

- Dexterity of hands and fingers to operate standard office equipment including a computer terminal to word process letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information; and sitting and operating a keyboard at a computer terminal for extended periods of time and handling heavy bundles of newsletters to prepare for mailing.
- Moderate to high stress level.
- Flexible hours of work including some evening meetings.

ENVIRONMENTAL CONDITIONS

- Indoor office environment, school setting
- Temperature – normal climate
- Travel to various sites to collect information for newsletters or to take photos

CONTACTS

- Daily contact with school and District staff.
- Regular contact with parents, community members and outside agency personnel.

EDUCATION EXPERIENCE

- High School diploma.
- Training and experience in gathering statistics and in general office work.

LICENSES/CERTIFICATES

- Valid California Driver's License
- Valid First Aid and CPR certification