

Farmersville Unified School District

JOB TITLE: COMMUNITY LIAISON

JOB DESCRIPTION

General Description:

Under general supervision of the site administrator or Chief Academic Officer at the District level, to provide a communication link between the community and the school; to interpret District policy, regulations, and program goals and objectives; to assist in the planning, organization, and conduct of a parent volunteer service program and events; and to do other related work as required.

Essential Duties:

- Perform a variety of services as a communication link between the school and members of the educational community, some of whom may be experiencing linguistic and cultural differences
- Assist community members in understanding program goals and objectives, and enlist their support and involvement in the educational process
- Perform follow-up functions and activities that may involve student attendance, welfare, and other child-related problems, and prepare reports concerning community contacts
- Assist in creating a greater understanding of educational procedures, issues, and concerns
- Provide translation and interpretive services pertaining to both oral and written communications
- Participate in confidential and sensitive conferences with school and community members
- Make home visitations to ensure appropriate communication and to assist parents and other educational community members in their awareness of youth and community services
- Assist in the planning, organization and coordination of advisory committee functions and activities (School Site Council, ELAC)
- Perform a variety of planning, organization and coordination functions and activities related to parent volunteer service programs and parent training programs and activities
- Participate in the conduct of language proficiency surveys
- Perform other related duties as assigned

Qualifications:

Knowledge of:

- Procedures, methods, techniques and strategies utilized in the development of school and community liaison processes
- Multilingual and multi cultural programs as required by the assignment
- Purpose, goals and objectives of public education
- Procedures, methods, techniques and strategies utilized in dealing with sensitive school and community problems, issues and concerns
- Word, Excel, Publisher, PowerPoint and office equipment
- The District liaison will understand and develop their knowledge of LCAP priorities, goals & actions.

Ability to:

- Connect with an array of community members
- Speak, read and write Spanish to serve as an appropriate English speaking model as required by the assignment
- Ability to demonstrate Spanish skills by passing a bilingual examination (written and verbal)
- Demonstrate ability to connect with students, parents and staff
- Provide creative and innovative liaison services to the educational community
- Assist in conducting a comprehensive parent volunteer service program
- Effectively perform multilingual and multi cultural need assessments
- Interpret programs and activities designed to enhance educational opportunities
- Perform routine clerical and record management functions
- Understand and carry out oral and written directions
- Establish and maintain cooperative educational community relationships
- Ability to provide satisfactory performance evaluations
- Available to work flexible hours, including evenings and weekends
- The District liaison will have ability to conduct oral presentations and/or training to support staff and/or community agencies.

Education and Experience:

Education

High School diploma or equivalent, including or supplemented by course work or training in community awareness or in multilingual and multi cultural programs

Experience

One year of paid or volunteer experience providing service in the community school service programs or similarly related areas.

License/Certification Requirement:

Possession of and ability to maintain a valid California Motor Vehicle License

Proof of appropriate valid auto insurance coverage required at the time of employment

Department of Justice Fingerprint Clearance

Physical Demands/Working Conditions:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 20 to 30 pounds of force frequently to lift, carry, push, pull or otherwise move objects
- This type of work involves sitting but will involve walking or standing for brief periods
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job
- Ability to drive a motor vehicle

Board Approved: December 8, 2015

FARMERSVILLE UNIFIED SCHOOL DISTRICT
COMMUNITY LIAISON
Salary Schedule

Step	Hourly Rate
1	\$12.05
2	\$12.29
3	\$12.54
4	\$12.79
5	\$13.04
6	\$13.30
7	\$13.57
8	\$13.84
9	\$14.12
10	\$14.40

Board Approved: December 8, 2015

CSEA Approved: October 21, 2015