



June 2022

New Job Description

Personnel Commission: June 9, 2022

Board Approval: June 13, 2022

School, Family, Community Outreach Liaison

Definition

Under the supervision of a School Site Administrator, serves as an outreach liaison to support families with school-aged children. Serves as a communications liaison between families, community agencies, and the school to promote positive attendance, behavior, academics, and family engagement. Assists in scheduling parent education, family events, and parent meetings. Works effectively with people of all cultures.

Essential Duties and Responsibilities

- Contact parents to provide or obtain information that will help teachers and the school improve student achievement;
- Provide information to the parents about the school and its policies and programs;
- Encourage parents to attend and participate in parent advisory committees, volunteer programs, workshops, and school functions;
- Translate for non-English speaking parents;
- Establish positive relationships with parents and families;
- Help parents fill out forms and applications;
- Provide referrals to community agencies for needs relating to food, clothing, glasses, and medical care;
- Assists in the coordination of site-based parent/family meetings;
- Assists district and school site level with parent outreach for a variety of programs;
- Assists in the presentation of parent workshops for families and explains services;
- Participates in public awareness activities at the District or during community events (health fairs, etc.) which may include evening and weekend hours;
- Maintains logs and summary reports of parent contacts;
- Schedules parent meetings, for example, SST's, 504's, IEP meetings, etc.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge of:

- Correct English, Spanish, and/or Mandarin usage, spelling, grammar, and punctuation;
- Basic record keeping;

- Use of basic office equipment and computers to record information and send communications;
- Working productively and cooperatively with teachers, students, and parents in informal settings, exercising patience when conveying information, and demonstrating sensitivity to the special needs of students;
- Practical principles of multi-cultural relationships and communication techniques;
- Community resources related to student and parental needs;
- School district and its educational goals and objectives;
- Competency in a second language;
- Translate parent meetings as needed.

Ability to:

- Work independently with little direction;
- Plan, schedule, and organize work;
- Understand and carry out oral and written directions;
- Exercise good judgment;
- Meet schedules and timelines;
- Communicate well, both orally and in writing;
- Relate well to staff, students, parents, and community;
- Work confidentially, with discretion, and with staff, students, parents, and community;
- Effectively work with a diversity of individuals;
- Support the goals and objectives of the Governing Board, Superintendent, and Cabinet.

Training and Experience:

- Any combination of training and experience would provide the required knowledge and abilities as qualified.

Required Qualifications:

- Fluent in Spanish or Mandarin;
- Current CPR and First Aid certification prior to starting the assignment and maintaining current certification at all times.

Other Preferred Qualifications:

- Valid California Driver's License

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 139
- School Year - 11 months*

**based on location*