

Santa Maria-Bonita School District
COMMUNITY LIAISON

BASIC FUNCTION

Under the direction of an assigned supervisor, serve as liaison between school and parents; communicate with parents and provide a variety of information related to school attendance, school programs, activities, and events; translate materials and information in a designated second language.

REPRESENTATIVE DUTIES

Serve as liaison between school and parents**E**; promote parent involvement in school activities**E**; explain program/Consolidated Project materials and goals to parents**E**; develop channels of communication between the school, family, and relevant community agencies**E**; maintain communication with parents by telephone, mail and home visits**E**; provide information related to students' progress, attendance and school events, activities and programs**E**; serve as interpreter for program/project-related duties**E**; translate written materials**E**; assist non-English speaking students during enrollment**E**; participate in parent-teacher conferences and other meetings as assigned**E**; assist office staff with a variety of clerical duties as assigned**E**; maintain files and records of assigned programs**E**; provide school staff with information obtained from home contacts and visits**E**; attend a variety of meetings related to program activities**E**; monitor student attendance at all school sites**E**; follow up where needed, make home visits to obtain signatures for certificates of eligibility for the assigned program**E**; operate a variety of office equipment including computer terminal, copier and typewriter**E**; provide translating services for teachers and staff as assigned; perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Community resource organizations including various federal, State and County agencies;
Modern office practices, procedures and equipment;
Recordkeeping techniques;
Oral and written communication skills in a second language;
Interpersonal skills using tact, patience and courtesy;
Telephone techniques and etiquette.

Ability to:

Perform liaison duties between school and parents;
Conduct interviews for the purpose of providing and obtaining information;
Speak, read, and write a designated second language as assigned;
Understand and follow oral and written directions;
Establish and maintain effective working relationships with others;
Analyze situations accurately and adopt an effective course of action;
Maintain records and prepare reports;
Communicate effectively both orally and in writing;
Perform clerical duties such as filing, duplicating and typing;
Observe legal and defensive driving practices;
Read, interpret and follow rules, regulations, policies and procedures;
Work effectively in a multi-ethnic setting;
Work independently.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School and bilingual, multicultural, and biliterate background in designated language.

LICENSES AND OTHER REQUIREMENTS

Valid California Driver's License.

(continued)

WORKING CONDITIONS

Environment:

Office environment;
Driving a vehicle to make home visits;
Constant interruptions;
Adverse weather conditions.

Physical Abilities:

Hearing and speaking to exchange information in person or on the telephone and provide assistance to students and parents;
Seeing to read and translate various materials;
Dexterity of hands and fingers to operate office equipment.

Approved: July 25, 2001