

COMMUNITY LIAISON AIDE

DEFINITION

Under the general supervision of an Administrator, Principal, or the Director of Special Programs, provides a communication link between the community and the school; interprets District policy, regulations, program goals and objectives; assists in the planning, organization and coordination of a parent volunteer service program; performs other related duties as required and/or assigned.

ESSENTIAL DUTIES

- < performs a variety of services as a communication link between the school and members of the educational community, some of whom may have language and/or cultural differences
- < assists parents and community members in understanding program goals and objectives; enlists their support and involvement in the educational process
- < performs follow-up functions and activities that may involve student attendance, welfare and other child-related problems; follows school/site procedures and provides all related documentation as necessary
- < assists in creating a greater understanding of educational objectives, procedures, issues and concerns
- < provides oral and written translation and interpretative services
- < participates in confidential and sensitive conferences with members of the educational community
- < performs home visits to ensure appropriate communication; assists parents and other educational community members to enhance their awareness of youth and community services
- < assists in planning, organizing and coordinating advisory committee activities and parent volunteer service and training programs
- < may transport students and parents as needed in a District vehicle
- < may participate in administering language proficiency surveys

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.

Ability to: Speak, read and write Spanish; serves as an appropriate English speaking model; communicate effectively, both orally and in writing, in English; creatively and innovatively provide liaison services to the educational community; assist in the coordination of a comprehensive parent volunteer service program; effectively perform multilingual and multi-cultural need assessments; interpret programs and activities designed to enhance educational opportunities; work a daily time schedule that may vary from week to week; understand and follow oral and written directions; establish and maintain cooperative educational community relationships.

PHYSICAL DEMANDS

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

- < will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- < will involve sitting for extended periods of time, but will involve walking or standing for brief periods
- < must be capable of perceiving the nature of sound
- < must possess visual acuity and depth perception
- < must be capable of providing oral information, both in person and over the telephone
- < must possess the manual dexterity to operate business related equipment, and to handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of paid or volunteer experience working in community service programs, or similarly related areas is required.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; work experience, supplemental course work or training in community awareness or in multilingual and multi-cultural programs is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License. Use of private vehicle and District vehicle is required.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

10/2006