
COMMUNITY LIAISON

BASIC FUNCTION:

Under the direction of the Principal, serve as liaison between district personnel, students, parents, public agencies, community agencies and groups; perform a variety of tasks to assist non-English speaking students and their families in accessing school and community services and improve home/school communication; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as liaison between district personnel, students, parents, public agencies, community agencies and groups; communicate with parents regarding student performance including attendance, behavior, homework, academic achievement, health and medical problems.

Perform a variety of tasks to assist non-English speaking students and their families in accessing school and community services and improve home/school communication; connect students and parents with language building skills such as English Language (EL) classes.

Promote parent education and involvement in various school programs and other activities; provide information and materials to parents to assist them in utilizing community services and resources; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports.

Make home visits to acquire information and discuss school-related problems such as absenteeism, illnesses, behavior problems and other matters; refer families to local agencies or school services as appropriate; assist families with application procedures for housing, insurance, obtaining jobs and others as needed; make medical appointments for students and parents; assist students with becoming involved in extra-curricular activities.

Unite outside organizations, schools and families; inform community agencies of available school services; resolve issues or concerns as needed; contact community businesses to obtain donations, recruit assistance and support and plan activities.

Facilitate family participation in various activities; identify and encourage recruitment of parent volunteers; explain and assist in determining program eligibility; arrange parent activities including recruitment, training and scheduling.

Assist in the formulation of educational goals and objectives utilizing the participation of parents, community members and school personnel; attend Student Study Team (SST) and Individualized Educational Program (IEP) meetings; follow-up with teachers and staff regarding discipline, homework and related matters.

Communicate with faculty, staff, administrators and others to exchange information and resolve issues or concerns; answer telephone calls, take messages and provide general information to parents and others as assigned.

Serve as an interpreter during phone calls, meetings and other school activities and provide translation services as directed.

Operate a variety of office equipment including a copier, computer and assigned software; drive a vehicle to conduct work.

Represent the assigned organization at a variety of school and community meetings; attend and participate in meeting, workshops and conferences as assigned.

Serve as back-up for nutrition services, office or health staff as needed.

Perform routine first aid and seek assistance for serious illness or injuries.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community resource organizations including various federal, State and local agencies.
Sensitivity to culture, customs and problems associated with students/families served.
District organization, operations, regulations, policies and objectives related to position.
Applicable laws, codes, rules and regulations.
Basic math and arithmetic calculations.
Organizational operations, policies and objectives.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Policies and objectives of school programs and activities.
First aid and CPR procedures.
Operation of a variety of office equipment including a computer and assigned software.

ABILITY TO:

Perform liaison duties between administrators, personnel and parents.
Plan, organize and implement parent education and involvement activities and programs.
Communicate effectively both orally and in writing.
Operate a computer and a variety of office and instructional equipment.
Learn, apply and explain policies, procedures, rules and regulations.
Work independently with little direction.
Work confidentially with discretion.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Maintain records and prepare reports.
Read, interpret and follow rules, regulations, policies and procedures.
Determine appropriate action within clearly defined guidelines.
Learn school district policies and procedures.
Learn state regulations governing student attendance.
Observe health and safety regulations.
Communicate in a designated second language.
Operate a variety of office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent;
Bilingual, multicultural and biliterate background in designated language.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Valid First Aid and CPR certifications issued by an authorized agency.
Incumbents in this classification are required to speak, read and write in a designated second language and pass the District's language proficiency test.
Must possess an Auburn Union School District Instructional Assistant Proficiency Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Constant interruptions.
Work variable and evening hours as assigned.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching.

Board Approve 4/19/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
