MODESTO CITY SCHOOLS

JOB DESCRIPTION

COMMUNITY LIAISON

___

DEFINITION:

Under the direction of the site Principal, inform and involve parents in school programs and activities to enable District students to maximize educational benefits; manage and maintain effective relationships and communications between home and school; provide information and referral to educational, health and nutritional resource agencies as needed by children and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contact parents and guardians through home visits and/or calls to inform or to resolve problems of student attendance and welfare; encourage parents to participate in various school activities, including fundraisers.
- Coordinate and prepare activities, events, presentations and meetings for parent involvement; oversee and evaluate parent involvement activities, such as parent meetings, committees and parent education workshops; solicit parent involvement for program-wide activities; provide staff with information on parent involvement opportunities and trainings; provide monthly report as needed; coordinate transport of students to doctor, dentist and other agency offices.
- Monitor and track programs and activities; collect and review data and prepare related reports; track quality and timeliness of services and if services met the needs of families; monitor progress to identify number of assessments completed, family needing and receiving services, family goal process and referrals.
- Maintain records of parent-guardian/student contacts and follow-up memorandums to determine the degrees of improvement in student attendance; refer students with habitual attendance problems to appropriate staff.
- Prepare and deliver presentations to parents, staff and members of the community on importance of student attendance and parent involvement in school activities; prepare and mail notices of education council meetings.
- Record needed student and family information; duplicate appropriate materials to be sent home with students; maintain tracking database that monitors activities, events, meetings and presentations; develop and deliver tracking reports as needed.
- Prepare presentation and meeting sites with flyers, information brochures, event set-up, refreshments and agenda; attend required in-services and conferences.
- Drive a vehicle to conduct work.
- Communicate and maintain cooperative relationships with those contacted in the course of work; drive in the course of performing work duties.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:
- Any combination equivalent to: graduation from high school, or equivalent and previous work with the general public and community services agencies; experience working with school age children.

Licenses and other Requirements
- Valid California Class C driver's license.

- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:
- Previous work with the general public and community service agencies.
- Experience working with school age children.

Knowledge of:
- State and Federal regulations regarding student attendance and welfare.
- Performance standards and guidelines related to parent involvement and community outreach programs.
- Standard policies and procedures for health and social services agencies.
- Community resources related to family advocacy services.
- Tracking system for the delivery of family service.
- Operate a variety of standard office equipment including a computer and assigned software.
- Design and facilitation of health education for parents and referral resources.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Health and safety regulations

Ability to:
- Prepare reports regarding monthly program activities.
- Serve as a school advocate and maintain good relations with District personnel, parents, pupils and community members.
- Make effective oral and written presentations.
- Design and implement a recruitment plan.
- Work with diverse populations including special needs families.
- Work as a member of a team where diverse program content.
- Coordinate functions and activities between parent involvement and attendance programs and outside agencies;
- Communicate orally and in writing with large and small group audiences.
- Collect and assemble data, preparing reports, monitoring progress and analyzing data;
- Modify systems, procedures, and programs within area of responsibility.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Maintain routine records.
- Observe health and safety regulations.
- Communicate and maintain cooperative relationships with those contacted in the course of work.

WORKING CONDITIONS:

Work Environment:
- Indoor Office Environment.
- Drive vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Dexterity of hands and fingers to operate equipment.

- Hearing and speaking to exchange information.
- Reaching overhead, above the shoulders and horizontally to retrieve supplies.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and screen student health conditions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 9/26/1995

Unit Approved: 10/10/1995

Board Approved: 10/23/1995

FLSA Status: Non Exempt