

Aromas-San Juan Unified School District

JOB TITLE:

PARENT/STUDENT LIAISON
(Migrant, Special Education, or other Programs)

DESCRIPTION OF BASIC RESPONSIBILITIES:

Perform a variety of responsible program support activities including ensuring student attendance, identifying potential program participants and other support for students and families needing academic and community services. Serves program target populations and complies with program requirements. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students.

SUPERVISOR: Varies with program

ESSENTIAL DUTIES:

1. Refer new or other qualified students to program supervisor or other district programs (for example: preschool readiness for young siblings);
2. Monitor and support target students' attendance;
3. Contact parents regarding student concerns as directed by the program supervisor;
4. Provide information to families regarding health, social and community services available;
5. Communicate with families about target program, participation in their child's education, making home visits as appropriate;
6. May be requested to use bilingual skills including verbal and written translations between families and schools of target students;
7. Assist the program supervisor with parent trainings and other program components;
8. Create and maintain program documents for student files.
9. Perform a variety of clerical activities related to the function of assigned program;
10. Attends in-service training, programs, and workshops as appropriate;
11. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Specific assigned program including the culture, the community and social service agencies of school district;
- District and school policies directed at attendance and acceptable school behavior;
- Modern office methods, procedures, and practices;
- Proper English usage, grammar, punctuation, and spelling.

Ability to:

- Attend occasional evening meetings
- Make visits to students' homes as needed.
- Learn the operations, procedures, policies, and requirements of assigned program and operation;

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- Operate standard office equipment/machines such as calculator, copy machine, computer;
- Type using a computer keyboard at a minimum of 35 wpm;
- Have (at a minimum) a basic knowledge of Microsoft Office Products-Word, Excel, PowerPoint;
- Communicate using email and other electronic formats;
- Communicate effectively in oral and written form;
- Pass a verbal and written Bilingual Assessment (if required for position program);
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Maintain positive relationships with staff, students, and community.

REQUIREMENTS

EXPERIENCE:

Any combination of education and experience (paid or volunteer) that supports the essential functions, knowledge and abilities listed above.

EDUCATION:

- High school diploma or equivalent

LICENSES AND CERTIFICATES:

- Valid California Driver's License

MEDICAL CATEGORY I

Light Physical Effort

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. Maximum or carry any object weighing up to 15 lbs.