

**PARENT LIAISON
PARENT LIAISON-BILINGUAL (LANGUAGE)**

DEFINITION

Under the supervision of a site administrator, conducts a variety of parent education workshops in conjunction with the District office; coordinates and publicizes a variety of parent involvement activities and educational opportunities to foster positive parent, school and student relationships; may recruit and schedule volunteer services in the school; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Uses District-level or other professionally-developed education modules and materials to conduct parent education workshops in areas such as participating in the child's education, home/school communications, understanding the school system, assisting the child to improve learning and organization skills, understanding test results etc; organizes and arranges educational materials to be used in workshops or training sessions; publicizes parent education/training opportunities and school activities and events by writing letters, news releases, articles for school newsletters, flyers etc.; contacts parents individually to increase involvement in educational opportunities, site meetings, parent groups, activities and events; assists parents in locating or enrolling in related courses such as ESL classes, nutrition/cooking, computer training, or other areas that will promote parental effectiveness and student achievement; disseminates and collects parent surveys regarding training needs and course effectiveness. Coordinates site meetings by determining location, ordering refreshments, monitoring attendance, notifying attendees, etc.; arrange for guest speakers to participate in parent meetings; obtains information and informs parents of available community resource assistance and services; attends various community meetings to obtain information for distribution to parents; maintains various records of program activities; may make home visitations, as directed, to acquire information regarding parent needs.

May perform some or all duties of a Site Volunteer Organizer in addition to the above: meets with school principal and teachers to assess and evaluate the needs and expectancies for classroom helpers and for other school activities and programs. Using sources such as parent lists, community organizations, businesses, referrals, etc. develops a potential list of volunteers for the site; contacts potential volunteers around the community to request their participation in activities and programs of the school; meets with and explains classroom and school activities and programs to parents and members of the community; explains teacher needs and expectancies; trains volunteers in use of school equipment and in other school procedures; coordinates, organizes, schedules, and assigns volunteers for the purpose of matching them with identified activities; acts as liaison between school staff and volunteers; maintains related records for the purpose of developing reports, providing information and/or documentation; performs other related duties as assigned.

Bilingual

In addition to the above duties, bilingual positions also translate orally and in writing between English and a designated language. Oral translations may include presentations, training sessions, orientations, meetings, conferences etc., with volunteers, parents, teachers, general public and others. Written translations may include class handouts, letters, documents, news releases, flyers, etc.

DISTINGUISHING CHARACTERISTICS

The Parent Liaison conducts parent education workshops and coordinates and publicizes a variety of parent involvement activities. Its direct parent training responsibilities under

Parent Liaison

Parent Liaison-Bilingual (Language)

Page 2

professional guidance distinguishes this class; incumbents may also perform Site Volunteer Organizer duties. The **Site Volunteer Organizer** is distinguished by the recruitment of school volunteers to provide general assistance in various school site program activities. The **Volunteer Reading Program Organizer** recruits volunteers to work one-on-one typically with below grade level students in specialized reading or other programs. This class is distinguished by the involvement in student instructional support activities.

EMPLOYMENT STANDARDS

Knowledge of: Reading, writing and mathematics to a 12th grade level; general site and classroom procedures and activities; basic training methods and techniques; community organizations and resources; ethnic diversity; standard office equipment including personal computers and word processing software; basic record keeping techniques.

Ability to: Read, write, and speak English proficiently; plan and organize school-wide activities with great attention to detail; make poised, understandable and effective presentations in front of groups of adults using established program materials; exercise professional judgment and keep the site administrator informed of important details when serving as a liaison between the school and the community; prepare grammatically correct and interesting written materials publicizing programs; operate a personal computer and word processing software to produce written materials; work harmoniously with, and gain the cooperation of, teachers, other school staff, parents, and community members; demonstrate sensitivity to different racial and ethnic groups and cultures; work independently without direct supervision and to use initiative and persuasiveness; schedule and plan work to meet established time lines; maintain records; be reliable in attendance, punctuality, and follow through; be flexible and adapt to changes in routine and the needs of the school. Bilingual positions require the ability to speak, read, and write a designated language in addition to English.

Essential Physical Activities and Work Environment: Sufficient stamina to stand, walk, sit, squat, bend, twist and reach on a daily basis to perform various school activities; sufficient vocal power, and clarity of speech to make presentations in front of groups; vision sufficient to read print/text on computer screens and in a wide variety of typed formats; hearing sufficient to understand normal conversations; finger dexterity sufficient to write and operate a computer keyboard and other office equipment; strength sufficient to lift and carry training materials; mobility sufficient to visit classrooms and other locations on campus throughout the day and to travel to homes, businesses, and other agencies throughout the District. Work is performed mostly in indoor environments but the necessity to go to different locations involves some exposure to the elements.

Typical Background: Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be graduation from high school or recognized equivalency and at least one year of experience conducting training, performing public relations activities, recruiting/training volunteers, and/or organizing community participation activities.

College course work in communications, journalism, public relations, English or other languages, education or a related field is highly desirable.

Parent Liaison

Parent Liaison-Bilingual (Language)

Page 3

License and/or Certificates: Possession of a valid California Class C driver's license, and the use of an automobile or proof of an equivalent mode of personal transportation.

May, 1995 JW

Revised June 2002 – JW/JC. Approve by the Personnel Commission on October 17, 2002

Revised January, 2010 (AS) Approved by the Personnel Commission on January 20, 2010