

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Community Relations Liaison	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Site/Department	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-44/CSEA 125 Salary Schedule

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**(Former Classification: Community Relations Liaison, Parent/Community Relations Liaison and CFEN Mentor Facilitator)**

**LANGUAGE OPTIONS:**

Incumbents are required to speak, read, and write fluently in English and one of the following language options: Hmong, Lao, Spanish or other foreign languages as required by the District to communicate, translate and assist in the education of each student at a high level.

**DISTINGUISHING CHARACTERISTICS:**

Community Relations Liaison – Incumbents do not require a second language.  
Community Relations Liaison (Bilingual) – Incumbents are required to speak, read and write in English and a second language.

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, engage and communicate with families from diverse ethnic groups and the community to support the educational development and academic achievement of students; focus on person-to-person interactions and practices; collaborate with staff, community businesses and agencies to provide support to school sites, to develop programs that support academic achievement of students; establish business/community partnerships at each school site to provide students access to high quality learning options and a variety of activities to achieve their personal best.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Assist in creating guidelines and programs for the education of students to learn at grade level and beyond; implement, monitor and assess assigned programs for effectiveness to meet the needs of students, families and sites. *E*

Establish and maintain positive relationships and partnerships with diverse community entities, individuals, and groups to provide high quality learning experiences for the District's students and families; promote effective communication with families, staff, sites and the community; build trust by creating a culture of respect and identify resources to expand practices proven to raise student achievement. *E*

Establish and maintain access to families and community groups; distribute information and inform appropriate staff concerning their activities, opinions, and concerns; communicate information concerning opportunities for students to families, sites and the community to provide students access to high quality learning options and various activities. *E*

Assist in planning and implementing of multicultural events and the coordination of community activities; may conduct educational workshops for families including but not limited to literacy development, parenting skills, cultural awareness, and academic skill development; provide orientation and materials for new families; assist families with concerns and complaints. *E*

Establish collaborative relationships with community businesses, agencies and institutions of higher learning to recruit volunteers, mentors and tutors to assist in the education of each student at a high level; acquire resources to benefit assigned sites/departments to expand practices proven to raise student achievements. *E*

Communicate and translate in a designated second language, if assigned, as needed, to provide students, families, and sites access to high quality options and learning environment. *E*

Attend training and workshops related to current position as needed to provide reasonable, timely delivery of professional services to students, families, sites and the district. *E*

Perform clerical duties including, filing, copying, record keeping and preparation of routine reports; operate a variety of office equipment including but not limited to copiers, typewriters, fax machines, computers and assigned software. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school graduation and a minimum of five years experience in a field which involves working with the public or community agency, knowledge of and experience in working with diverse ethnic communities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; must pass Fresno Unified School District's language test to demonstrate proficiency in English and a designated second language if hired/assigned to bilingual position.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Current office terminology, practices, procedures and equipment.
- Telephone and office techniques and etiquette.
- Software programs including but not limited to word processing and spreadsheets.
- Health and safety regulations pertaining to current position.
- District resources and community service functions and activities.
- Various established community connections.
- Diverse cultural backgrounds.
- Applicable State and federal regulations, laws and rules related to assigned activities.
- Interpersonal skills using tact, patience, and courtesy.
- Basic operation of a computer and data entry techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

- Establish and maintain effective working relationships with culturally and economically diverse individuals and groups.
- Demonstrate leadership.
- Speak, write and communicate effectively with various audiences in English and a designated second Language as related to current position.
- Operate a variety of office equipment including but not limited to typewriters computers, copiers and fax machines.
- Plan, prioritize and organize work to meet schedules and time lines.
- Analyze situations accurately and adopt an effective course of action within clearly defined guidelines.
- Communicate the goals and general provisions of the program.
- Communicate, understand and follow both oral and written directions effectively.
- Learn new or updated computer systems/software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; driving a vehicle to conduct work; moderate to high stress levels, some evening recruitment and/or evening meetings; contact with staff, students, families, teachers, administrators, media, representatives of colleges/universities, community agencies, the general public and community members; constant interruptions; repetitive activities; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, walking, sitting or standing for periods of time; dexterity to operate a computer or other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information, making presentations and conducting telephone calls; seeing to read; handling of lightweight materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

*E= Essential Functions*