

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Home-School Liaison	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-29/CSEA 125 Salary Schedule

(Former Classification: Home-School Liaison Worker and Home-School Liaison Language Option)

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 in support of student achievement.

DISTINGUISHING CHARACTERISTICS:

Home/School Liaison – Incumbents assigned to this position does not require a second language.
Home/School Liaison (Bilingual) – Incumbents assigned to this position are required to speak, read and write in English and a second language

BASIC FUNCTION:

Under general direction of an assigned supervisor, perform liaison duties between school and families; communicate with families regarding student attendance, behavior, academic achievement, health and medical problems; refer to local agencies or school services as appropriate to provide students and families a variety of high quality learning options in support of student achievement.

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.)

Perform liaison duties among community members, school personnel, and families; recruit families to take part and support decision-making groups, such as the School Site Council (SSC), English Learner Advisory Committee (ELAC) and District English Learner Advisory Committee (DELAC). *E*

Provide interpretation from English to a second language and translate written materials as related to assigned duties; assist students with various educational activities to learn at grade and level beyond. *E*

Provide clear communication to families by phone, home visits and mail regarding student deficiencies in attendance, behavior, academic achievement, health and medical issues, and related matters; explain District and Education Code regulations and policies related to assigned program and activities. *E*

Provide information and resources regarding school and community services, programs and agencies to ensure families awareness of options available to assist students to stay in school on target to graduate. *E*

Provide transportation for families and students when needed to assist students to stay in school and achieve their personal best. *E*

Maintain a variety of files and records related to assigned activities to ensure appropriate support and guidance are provided to improve student learning. *E*

Coordinate family educational programs and promote family and community involvement in school activities to assist students in achieving their personal best. *E*

Attend a variety of meetings relating to home-school liaison activities; conduct workshops for families; compile and distribute information to families that support academic achievement. *E*

Perform clerical work related to assigned 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, computer and assigned software.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience in working in a social service program or community agency.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second or third language as related to assigned duties.

Community resource organizations including various federal, State and County agencies.

District programs and services.

Modern office practices, procedures and equipment.

Accurate record-keeping techniques.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Reading, writing, listening, and speaking communication skills.

Basic operation of a computer to enter data and other office equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Read, write, speak, interpret and translate English and a designated second or third language as related to assigned duties.

Communicate with community members for the purpose of providing and obtaining information.

Communicate, understand and follow both oral and written directions effectively.

Establish and maintain cooperative and effective working relationships with a diverse range of students, families, staff and outside agencies.

Analyze situations accurately and adopt an effective course of action within clearly defined guidelines.

Maintain accurate records and prepare reports.

Plan and organize work to meet schedules and time lines.

Observe legal and defensive driving practices.

Read, interpret and follow rules, regulations, policies and procedures related to assigned duties.

Work effectively in a multi-ethnic setting.

Learn new or updated computer systems/software programs to apply to current work, as trained.

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:

Office and home environment; driving a vehicle to conduct work; constant interruptions; adverse weather conditions; daily contact with students, families, teachers, administrators and outside individuals or groups; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, walking, sitting or standing for periods of time; 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 and provide assistance to students and families; dexterity to operate a computer and other office equipment; seeing to read and prepare 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