

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School/Community Liaison	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Site/ Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-35/CSEA 125 Salary Schedule

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:

School/Community Liaison – Incumbents assigned to this position does not require a second language.
School/Community 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, develop, facilitate, and promote improved communication and participation among school personnel, community interests, families, and students to provide a variety of high quality learning options to assist students to stay in school on target to graduate.

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.)

Facilitate efforts for constructive change in school-community relations of diversity; locate, prepare and promote the use of materials and projects with an appropriate component on diversity to ensure appropriate support and guidance are provided to improve student learning. *E*

Clearly communicate with families, students, and the community to discuss educational objectives, school resources, policies, programs, and procedures to ensure families awareness of options. *E*

Determine and respond to the needs of community members in a reasonable, timely manner to assist in educating each student at a high level. *E*

Assist in planning and attending, conferences with families, school functions and community events to enhance school to home communications. *E*

Prepare and maintain accurate records related to assigned duties; prepare referrals as needed. *E*

Interpret for non-English speaking families during meetings, conferences and other related translation duties as needed to ensure understanding of information provided. *E*

Provide transportation for families and students when needed to assist students to stay in school to achieve their personal best. *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 two years of increasingly responsible experience in working with needs and problems of diverse communities.

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 language including, grammar, spelling, punctuation and vocabulary in English and a designated second or third language as related to assigned duties.

Effective community relations techniques and principles.

Interpersonal skills using tact, patience and courtesy.

Policies and objectives of assigned program and activities

Applicable sections of the Education Code and laws.

Reading, writing, listening, and speaking communication skills.

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

Accurate record-keeping techniques.

Public speaking techniques.

ABILITY TO:

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

Learn and function within the organization, programs, and objectives.

Learn, use, and promote community resources available for diverse groups.

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

Plan and organize work to meet schedules and time lines.

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

Prepare a variety of accurate records.

Prepare and deliver oral presentations.

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; 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; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information and make presentations; 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