



OPEN AND PROMOTIONAL

August 30, 2022

The La Habra City School District Personnel Commission announces the establishment of an eligibility list for the following position.

COMMUNITY LIAISON – SCHOOL READINESS

Salary: \$18.653/hour – \$23.864/hour (6 steps)
(3.5 hours/day – 10 months/year)

Definition

Under the supervision of Site Administrator, work with the School Readiness Coordinator to serve as a liaison between parents, students and the community.

Typical Tasks

- Coordinate communication between school and home for the purposes of providing and/or gathering information regarding the needs and concerns of students and their families as it relates to school readiness and the enhancement of parenting skills.
- Assist parents and children with the development of language skills as directed by the School Readiness Coordinator.
- Present established school readiness curriculum to both children and adults.
- Communicate parent and community needs to staff and teachers.
- Work in the community to reinforce school readiness skills.
- Arrange multi-cultural activities for the purposes of promoting parent involvement in District programs.
- Translate and interpret materials from English to Spanish and Spanish to English, including school and District policies, newsletters, flyers and general correspondence announcing programs and activities for parents, school personnel, students and others as requested.
- Perform basic recordkeeping and clerical functions.
- Interpret during conferences and other meetings.
- Attend conferences as requested.
- Perform other related duties as assigned.

Minimum Qualifications

- Education: Completion of high school or General Education Diploma (GED) plus a minimum of 12 units toward Early Childhood Education (ECE) Certificate/AA Degree or be currently enrolled and working toward same is preferred.
- Experience: Some experience working in an educational/literacy program or child care setting with parents and young children (preferably Preschool age) is highly desirable. Familiarity with the community and local support agencies, and knowledge of child development and effective parenting techniques is preferred. One year experience in community service programs or related areas preferred.

LA HABRA CITY SCHOOL DISTRICT
Community Liaison – School Readiness
Page 2

- Knowledge of: Community interest, concerns and attitudes relative to educational programs of the District; procedures, methods, techniques and strategies utilized in dealing with sensitive school issues; proper oral and written English and Spanish communication skills; and computer programs including Excel, Microsoft Word or other software packages.
- Ability to: Communicate effectively in Spanish and English, in person and on the telephone; learn and utilize basic methods and procedures to be followed in instructional meetings; demonstrate interpersonal skills using tact and patience; perform recordkeeping techniques; provide creative and innovative liaison services to the educational community; operate various standard office equipment as assigned; understand and carry out oral and written instruction; meet schedules and time lines; work confidentially with discretion; assume responsibility for supervising students; work independently; motivate and establish good relationships with students and adults; be flexible and adaptable to meeting the needs of the families.
- Language: Must be proficient in communicating in both Spanish and English languages (in writing and speaking) and able to interpret/translate in a conference-type setting.
- Other Requirements: Must have a valid California Driver's license and be insurable.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Work Environment:

While performing the duties of this position, employees are regularly required to stand, talk, listen, watch, sit, reach, bend and walk, and offer assistance to students and adults. The noise level of this job is generally moderate. Employees may be exposed to childhood disease and anti-social behaviors.

Physical Demands:

Ability to lift up to 50 pounds without assistance; dexterity of hands and fingers to work with students; standing or sitting for an extended period of time; bending at the waist, kneeling, and crouching. Reaching overhead, above the shoulders and horizontally to work with and assist parents and students. Hearing and speaking to exchange information; seeing to read materials and assist students.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed.

LA HABRA CITY SCHOOL DISTRICT

August 30, 2022

To: All Community Liaison – School Readiness Applicants
From: Danelle Bautista/Classified Personnel
Re: Testing Information - Application Deadline

APPLICATION DEADLINE:

UNTIL FILLED

Applications will not be accepted after this time – no exceptions.

There will be a written test for all candidates given at the District Office,
500 N. Walnut Street, La Habra on:

To Be Announced (By appointment)

Applicants will not be allowed to enter the testing room after 2:00 p.m. You may use a handheld calculator for the test. **No cell phones, iPads, or electronic tablets will be allowed in the testing room.**

All candidates who pass the written test will then be called for a panel interview. This is also part of the testing procedure to establish an eligibility list for this position. The date for this is:

To Be Announced (By appointment)

Current, permanent employees of the La Habra City School District will earn 1/4 point for every year of permanent service to the District, not to exceed 5 points. (Personnel Commission Rules.)

At the time of this announcement we are establishing a list for one vacancy in our District that **may require bilingual/biliterate Spanish communication skills. Please complete and submit the application online through EdJoin.** Incomplete applications will be excluded from the screening process. **Applications will only be accepted through EdJoin.**

This list will be utilized to fill any vacancies that may occur during the one year life of the eligibility list. The list generated from this recruitment will be used to fill both substitute and permanent vacancies in the District.

If you have any questions, please call me at 562/690-2321.

DB: bl