

BONSALL UNIFIED SCHOOL DISTRICT

Position Description (Range 7 Classified)

Title: **COMMUNITY LIAISON**

Department: District Office

Reports To: Executive Director of Education and Student Services

Work Year: 10 Months

RESPONSIBILITIES:

Under the general direction of the Executive Director, performs community outreach, engage with parents and parent groups and performs various duties in support of Student Services, and Educational Services. Prepares and maintains a variety of records and reports and assists the professional staff of the district office, school sites and the community at large. As requested, assists in providing parent support, preparation of notices and communications to the community. Assists families with resources available in the District and local areas.

EXAMPLES OF DUTIES:

- Attend/coordinate community group meetings
- Make home visits to families to acquaint them with programs and services.
- Encourage parents to visit the school.
- Work with parents to improve school attendance
- Arrange parenting classes and other information sessions of interest to community members.
- Perform routine clerical activities in accordance with established procedures and under specific instructions.
- Receive, screen, review, prepare and/or verify a variety of correspondence, applications, or documents, utilizing proper English grammar, spelling and punctuation.
- Maintain office files, reports, logs, and wide variety of memoranda.
- Provide a central source of information regarding the activities available for supporting families.
- Receive, screen and/or direct visitors from the community, and deliver messages to the appropriate administrators and/or staff.
- Schedule, facilitate, organize and calendar appointments, professional development and meetings as needed for the related programs.
- Provide support needed in the implementation of programs to address student attendance and discipline.
- Provide related support for existing services implemented for Homeless; Foster identified students.
- Complete other related duties as assigned.

EXPERIENCE AND EDUCATION:

High School Diploma or equivalent, two years of progressively responsible experience in the area of emphasis. Any combination of training, education, and experience, which demonstrates possession of the knowledge and abilities stated, and the ability to perform the duties of the position. A minimum of three years of parent liaison and/or community outreach experience. Bilingual and/or Bi-cultural preferred.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The community within the District and school areas
- Working with organizations, programs, services and categorical resources
- Principles and practices of organization administration and resource management.

- Pertinent federal, state, and local laws, codes and regulations including confidentiality requirements.
- General school district policies, rules, and regulations.
- Proper English usage, spelling, grammar, punctuation and composition
- Customer service techniques, including positive non-verbal and verbal cues
- Modern office organization, procedures, and practices
- Operation of computer, phone system, and assigned software
- Record-keeping and report preparation techniques

Ability to:

- Plan and organize outreach, workshops, and a variety of meetings.
- Learn, interpret and correctly apply district policies, rules and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Establish and maintain cooperative professional working relationships in the performance of position responsibilities.
- Use, operation and care of standard office equipment
- Apply Interpersonal skills using tact, patience, and courtesy
- Understand and carry out oral and written instructions
- Operate a variety of modern office machines and equipment

Working Conditions:

ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor environment.
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, perform assigned duties; demonstrate sufficient physical mobility to move and engage in physical work; dexterity of hands and fingers to operate various equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store items; ability to lift up to 25 pounds.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis Clearance
- Satisfactory completion of pre-placement medical examination, including drug testing.

Board Approved: 11/10/21