

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resources

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

PARENT PARTNERSHIP LIAISON

Title:	Parent Partnership Liaison	Reports To:	Department of Categorical and ELL Programs
Department:	Academic Achievement & Accountability	Work Year:	195 Days
Classification:	Classified	Salary	See Classified (CSEA) Salary Schedule
Date Approved:	June 2014		

**DESCRIPTION OF POSITION:**

The Parent Partnership Liaison, under the supervision of the designated supervisor, perform independent and specialized duties related to the engagement of parents and the community of diverse cultural and language backgrounds in the education and academic achievement of students through various District, school, and community functions, workshops and meetings.

**REPRESENTATIVE DUTIES:**

- Conduct outreach to diverse families and facilitate parent-training workshops at sites. *E*
- Conduct and provide training on subjects that assist parents to support the academic achievement of students, and on strengthening school, family, and community partnerships, and assist in coordinating programs and activities. *E*
- Assist in conducting outreach and maintaining strong relations with community, agencies, businesses, and community members in promoting and developing community partnerships that support learning. *E*
- Provide support in the development and assist in the planning and coordination of district and site level parent engagement campaigns, conferences, workshops and other related activities. *E*
- Work with school improvement initiatives that close student achievement gaps by working with diverse communities. *E*
- Assist schools in the development of effective school-family partnership teams, action plans for partnerships linked to student achievement and school climate, and in the implementation of their family engagement programs and strategies. *E*
- Assist with district-wide parent and community activities that relate to district administrative programs and school site goals. *E*
- Establish and maintain positive relationships with community entities, individuals, and groups; promote effective communication with parents, students, and the community; promote positive public relations; and identify resources for information and assistance. *E*
- Establish and maintain access to parent and community groups, and distribute information concerning their activities, opinions, and concerns; assist parents with concerns and complaints. *E*
- Work with school community to decide the best way to engage school staff, parents, and other members in the education of students. *E*
- Provide excellent customer service by establishing positive relations with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications. *E*
- Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district, division, and sites. *E*

- Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer databases. *E*
- Must be willing to work evenings to meet with parents. *E*
- Staggered shifts will be incorporated to meet the needs of the District.
- Performs other related duties as assigned.

### **EDUCATION AND CREDENTIALS:**

- Associate's Degree in related field and at least two years of experience with community or parent involvement activities.
- A minimum of two years of experience working in a public education environment

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Parent Engagement policy, practices and theory.
- Understanding of diverse families, cultures, and intercultural relations.
- Educational issues that affect families
- Volunteer, community, student or parent activities.
- Effective practices in parent engagement, home visiting, and other programs
- Planning and conducting meetings.
- Varied and established community connections
- District policies and procedures related to assigned function.
- Applicable sections of the State Education Code, other laws, rules and regulations related to assigned activities.
- Research methods, report writing techniques, and record keeping techniques
- Presentation, communication, and public speaking techniques.
- Operation of a computer, related software, and standard office equipment.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

#### **ABILITY TO:**

- Perform the basic functions of the position.
- Assist parents, students, staff, district administrators, and others in implementing effective programs.
- Enhance communication and good relations between parents, students, staff, and community.
- Conduct training and meetings.
- Work effectively with culturally, economically, socioeconomic diverse individuals and groups.
- Work independently within set guidelines.
- Understand team dynamics.
- Research, analyze, compile, verify data, maintain records and prepare reports.
- Prepare and deliver oral presentations.
- Maintain confidentiality as appropriate.
- Work independently with little direction and meet schedules and timelines, prepare and deliver oral presentations.
- Utilize effective leadership skills that work well in a team setting.
- Establish and maintain cooperative and effective working relationships.
- Communicate effectively, both orally and in writing.
- Operate a computer, related software, and standard office equipment.
- Meet state and district standards of professional conduct as outline in Board policy.

**LICENSES:**

- Must have appropriate California Driver’s License and be insurable by the District’s carrier.

**WORKING CONDITIONS:** Environment: Office, School Site Environment, drive vehicle to work.

**PHYSICAL REQUIRMENTS:** Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	4
Twist	3		Lift/carry 11-25 lbs	3
Squat	3		Lift/carry 26-40 lbs	2
Kneel	2		Lift/carry 41-100 lbs	1
Climb	2		Stand	4
Reach above shoulder	3		Walk	4
Grip/Grasp	3		Sit	4
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

Approved by: \_\_\_\_\_  
Mel Jordan, Asst. Superintendent for Admin. Services

Date: \_\_\_\_\_