

## LEMON GROVE SCHOOL DISTRICT

### CLASS TITLE: PARENT-COMMUNITY LIAISON

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Educational Services, assist in the development and implementation of parent involvement programs and activities; serve as District liaison to parents, parent leaders and community.

#### **JOB RELATIONSHIPS:**

Supervised by the Assistant Superintendent of Educational Services; has direct working relationships with parents, students, parent leaders, community agency personnel, principals, teachers and parent groups such as DELAC, ELAC, PASS and PTA.

#### **ESSENTIAL DUTIES:**

Assist parents in developing goals which build and strengthen parent involvement within the school learning community.

Assist parents with developing and implementing parent involvement action plans.

Assist in coordinating community resources that support each school's vision of improved parent participation, parent education and parent communications.

Provide parents with ways to assist with school work by offering effective strategies for helping children learn.

Supervise children as needed when parents attend school site parent workshops and activities.

Assist in identifying and linking families to school and community resources.

Conduct home visits when requested by school principals to facilitate parent communication.

Assist in the development and use of instructional materials for use by parents of young children; including parents who are limited and/or non-English speaking or whose children demonstrate poor speech and language development.

Explain procedures, programs and services to parents and parent leaders.

Model and demonstrate strategies which assist parents as their children's first teacher.

#### **NON-ESSENTIAL DUTIES:**

Performs other duties as assigned.

#### **KNOWLEDGE OF:**

Lemon Grove School District School program offerings, non-profit and voluntary agency resources within community.

Reading, writing and speaking fluently in English and Spanish.

Child growth and development.

Instructional/tutorial procedures and practices.  
Socioeconomic levels within the Lemon Grove community.

**ABILITY TO:**

Work effectively with children, parents, school and community agency staff.  
Read, write, speak and translate English and Spanish.  
Follow written and oral directions.  
Work with and direct parent actions in supporting their children's learning.  
Work independently to accomplish goals of increasing parent involvement services and activities.  
Plan and organize work to meet schedules and timelines.  
Read, apply and explain rules, regulations, policies and timelines.

**EDUCATION:**

High school diploma or equivalent and certificate or equivalent coursework in child development and/or instructional methods.

**EXPERIENCE:**

One year of successful experience in activities involving parents, community-based organizations or the general public.

**LICENSES AND OTHER REQUIREMENTS :**

Current valid California driver's license needed for home visitations  
Passage of District pre-employment test  
Passage of post offer physical examination and drug screen  
Fingerprint clearance from Department of Justice  
Current negative X-ray or tuberculin skin test before employment and every four years thereafter

**WORKING CONDITIONS:**

Driving a personal vehicle to conduct work  
Office and school environment  
Indoor and outdoor setting  
Residential setting for home visitations

**PHYSICAL REQUIREMENTS :**

Hearing and speaking to exchange information in person and by telephone  
Seeing to read, prepare and proofread documents, perform assigned duties  
Sitting or standing for extended periods of time  
Dexterity of hands and fingers to operate telephone, vehicle and to prepare instructional materials  
Kneeling, bending at the waist and reaching overhead, above shoulders and horizontally, to retrieve and store materials and supplies  
Lifting light objects or to assist young students (5-25 pounds)

**Board approved: 7/11/2006**