

San Rafael City Schools

Position Description

Position: School-to-Community Liaison	Work Calendar: 209 Work Days
Department/Site: School Sites	Non-exempt
Evaluated by/Reports to: Principal/Designee	Salary Grade: 111

Summary

Coordinates services and provides parent-to-parent support for families with school-aged children targeted as at-risk, in environments such as those where positive attendance can be accomplished. Under direction of an administrator, assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the needs of the students and parents. Serves as a communications liaison between families, community agencies, and the school for policies, conduct, positive attendance, and student assistance.

Distinguishing Career Features

The Community Liaison provides communications, assistance with administrative and academic processes, and referral support to parents and students qualifying for programs such as, but not limited to those involving individual education plans or alternative education. Community Liaisons and other positions such as those connected with parent engagement and early intervention are part of special funded programs combining education support and social services. The District employs job classifications that are designed to enhance educational opportunity for targeted populations. These classifications focus on a range of services such as parent education, early intervention, preschool, and community liaison.

Essential Duties and Responsibilities

- Assists at District and school site level with developing and implementing programs for parent and family involvement that support improving attendance and academic achievement for targeted students. May interpret for IEP meetings, Parent and/or committee meetings, as directed.
- Assists with enlisting parent volunteers (including interpreters) to help with home school needs. Assembles small groups of parents for helping each other and for developing home-to-school communications and networks. May locate and orient volunteer parents.
- Provides parent-to-parent support through personal contacts within the home and/or other locations away from school sites. Invites parent participation in home-to-school and community-based volunteer opportunities.
- Coordinates programs for abating truancy. Works with families, school site administration, legal, and public safety agencies to identify potential student problems and to improve student conduct and attendance.
- Receives referrals and responds to requests for resource information and parent support. Develops strong relationships with families and students.
- Assists in the presentation of parent workshops for families on topics of interest, such as using systems at school site, and to enhance relations with the schools. Explains services available to students and families within the District and the community.

- Participates in public awareness activities at the District or during community events (health fairs, etc.) which may include evening and weekend hours.
- Maintains logs and summary reports of parent contacts, learning materials distributed, support groups, parent workshops, etc. Maintains activity log and travel expenses.
- Attends community-based programs and events to keep up to date with trends and familiar with community resources.
- Assists students and families to work with administration on residency issues.
- Performs other related duties as assigned that support the objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires basic knowledge of programs at the federal, state, community, and district level aimed at improving attendance and achievement with low income, immigrant, and other potentially 'at-risk' students and families. Requires basic knowledge of the subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual studies. Requires knowledge of basic record keeping and case management processes. Requires knowledge of and skill at using personal computers to record information and send communications. Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in informal settings, exercise patience when conveying information, and demonstrate sensitivity to the special needs of students. Requires knowledge of and competency in a second language.

▪ Abilities

Requires the ability to assist teaching staff and administrators with implementation of programs and activities to accomplish outreach goals. Requires the ability to learn and apply the goals and objectives of Title I and truancy abatement programs. Requires the ability to interact with teachers, parents, and specialists to carry out assigned duties. Requires the ability to enlist parent involvement and volunteering. Requires the ability to relate positively to and work cooperatively with parents and students in a way that builds confidence, social skills, positive behaviors, and recognizes socioeconomic and cultural differences.

▪ Physical Abilities

Requires the ability to perform indoors in a home, hospital, or other non-school site environment engaged in work of primarily a sedentary nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment. Requires ambulatory ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and reach work materials. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to parents and students, and to operate personal computers. May be required to bend, stoop, kneel, crawl and to lift greater than 25 pounds.

- **Education and Experience**

The position requires a high school diploma or equivalent and two years of experience working with students and parents in an instructional or social service setting. Additional experience in working with Community Based organizations, preferred. Additional higher education in a social science is preferred and may substitute for some experience. May require competency and experience in a second language as translator and interpreter.

- **Licenses and Certificates**

Require a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors with some exposure to health, such as communicable disease, and safety considerations when intervening in situations involving at-risk student behaviors.
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This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

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CSEA Approved: June 8, 2022

Board Approved: