

YUBA CITY UNIFIED SCHOOL DISTRICT  
**PARENT LIAISON CLERK**

RANGE 24.5

DEFINITION

Under supervision, to work as a liaison between the school staff, parents, and volunteers.

EXAMPLES OF DUTIES

Enlists and coordinates parents and volunteers for the purpose of assisting in the classroom; keeps records concerning the time and the activities of the parents and volunteers; notifies parents concerning various meetings, inservices, and appointments; contacts and locates resource parents for school programs; locates materials for school projects; picks up materials parents and volunteers are working on at home and delivers to school; coordinates home/school announcements and newsletters; completes other tasks assigned involving parents and volunteers.

EMPLOYMENT STANDARDS

Education and Experience: Read, write, and speak at a level sufficient to fulfill the duties to be performed; experience in working with people is desired.

Knowledge of: School attendance area and the general community programs of the specified school.

Ability to: Understand and apply rules, regulations, procedures, and policies; establish and maintain effective working relationships with students, parents, teachers, and administrators; have some typing skills.

06/25/96