

## Community Liaison

### **DEFINITION:**

Under supervision of site Principal promotes parent involvement in the education of their children for Sunnyside Unified School District.

### **ESSENTIAL FUNCTIONS:**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).*

### **REPORTS TO: PRINCIPAL OF SITE**

### **TASKS:**

- Become an outreach person to the community to bring about awareness of student issues and ways that they can assist.
- Develop a working knowledge of the data processing procedure as it relates to any dropout accounting.
- Coordinate parental involvement to help students in the education process.
- Assist with planning and implementation of community events that include parents.
- Assist parents in obtaining public school services.
- Meet with and provide support for parents who have children involved with Dropout Recovery Program.
- Make presentations to parent groups on how to help their children.
- Recruit volunteers to help in the communication link between home and school.
- Provide training in academic and behavioral areas.
- Schedule, attend and translate at meetings, workshops, home visits and orientations between parents and teachers; schedule presenters; mark attendance at meetings.
- Tracks parent's participation with other sites or agencies.
- Transport students accordingly.
- Acquires resources of information for parent and child involvement and education.
- Prepare and distribute flyers related to community or school events and information.
- Schedule parent's and volunteer's classes; coordinate special events and assist with transportation for parents or students.
- Perform related duties as assigned within Federal Funding regulations.
- Must attend monthly PIA meetings/training and take back information to Principals or staff.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of Arizona Health Standards.
- Knowledge of District policies and procedures.
- Knowledge of sources for parent and child involvement information.
- Skill in the use of a personal computer.
- Skill in oral and written communication and translation.
- Skill in preparing letters and flyers.
- Skill in following oral and written instructions.
- Skill in establishing and maintaining effective working relationships.

### **PHYSICAL REQUIREMENTS:**

Work is performed in an indoor environment. Work requires frequent sitting, repetitive motion, vision to monitor and lifting up to 15 pounds.

### **QUALIFICATIONS:**

- Bachelors in Education
- Three (3) years experience in school/agency experience in youth related social concerns.
- Must possess an Arizona driver license.
- Teacher certification may be required as specified by the District.

Depending on the needs of the District, some incumbents in this class must be able to demonstrate fluency in both Spanish and English as a condition of employment.