



## PERSONNEL COMMISSION

**Class Specification**  
**Salary Range: 13 (C1)**

### CLASS CODE

### TITLE

5181  
5178

**SCHOOL/COMMUNITY LIAISON - BILINGUAL KHMER**  
**SCHOOL/COMMUNITY LIAISON - BILINGUAL SPANISH**

### JOB SUMMARY

Under general supervision, serve as a liaison between a school site, students' homes and community organizations in matters relating to the health, welfare, attendance and educational needs of students and families; provide information and refer parents to appropriate identified community services, local agencies and District resources; encourage and promote parent education and involvement in a variety of school activities and events; perform related duties as assigned.

### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Serve as a liaison between a school site, students' homes and community organizations in matters relating to the health, welfare, attendance and educational needs of students and families. **E**
- Provide information, explain and refer parents to appropriate identified community services, local agencies and District resources; assist parents with completing forms and documents; complete related records and reports. **E**
- Motivate students and families and promote the importance of education, academic achievement, self-esteem, positive behavior and regular school attendance; meet with students as directed to discuss attendance, behavioral and academic concerns. **E**
- Encourage and promote parent education and involvement in a variety of school activities and events; promote attendance at parenting workshops on topics such as nutrition, English and mathematics; prepare and present information and materials and facilitate at workshops as requested. **E**
- Conduct home visits and contact parents by telephone to acquire information and discuss issues such as absenteeism, illnesses, behavior issues and other matters; verify home addresses; report findings and possible solutions to site administrators; schedule parent conferences with school personnel. **E**
- Translate written materials from English to a designated second language for distribution to students and parents; serve as an interpreter for telephone calls, parent conferences, special events and other site meetings. **E**

- Communicate with District personnel, parents, outside agencies and others to exchange information, coordinate activities and resolve issues or concerns. ***E***
- Perform a variety of clerical duties in support of school office such as maintaining records and preparing reports, distributing mail, assisting visitors, filing materials, answering telephones, taking messages and completing various forms. ***E***
- Operate a variety of office equipment including a copier, laminator and computer and assigned software; operate translation equipment such as headphones and microphones. ***E***
- Accompany and monitor students on field trips and group activities and events; monitor students during the on and off loading of buses and during playground and cafeteria activities as requested. ***E***
- Transport students home from school as necessary; transport parents and students to appointments, community agencies and school conferences and workshops as requested; drive a personal vehicle to conduct work. ***E***
- Attend and participate in a variety of school and community meetings including trainings, committees, workshops and conferences; prepare agendas, take notes and prepare minutes following meetings as assigned. ***E***
- Assist with enrollment, registration and recording of daily attendance as needed to assure smooth and efficient school office operations. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure.

*Note: At the end of some of the duty statements there is an italicized “E” which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A School/Community Liaison serves as a liaison between a school site, students’ homes and community organizations in matters relating to the health, welfare, attendance and educational needs of students and families. Incumbents typically work at two school sites and these assignments are made through the PALMS (Program Assistance for Language Minority Students) office. An incumbent motivates students and families and promotes the importance of education, academic achievement, self-esteem, positive behavior and regular school attendance. In addition, a School/Community Liaison serves as a resource for students and families by providing information and referrals to appropriate identified community services, local agencies and District resources. An incumbent interfaces with many socio-economic and multi-cultural entities within the community and must possess excellent oral communication and interpersonal relationship skills.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

General principles of child adolescent behavior and development.

Diverse needs of students and families from varying socioeconomic and cultural backgrounds.

Correct oral and written usage of English and a designated second language.

Operation of a variety of office equipment including a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

Report preparation techniques.

Telephone techniques and etiquette.

**Ability to:**

Encourage and promote parent education and involvement in a variety of school activities and events.

Motivate students and families and promote the importance of education, academic achievement, self-esteem, positive behavior and regular school attendance.

Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.

Learn about available community services, local agencies and District resources and explain them to families.

Read, write, translate and interpret English and a designated second language.

Learn, apply and explain policies and objectives of school and District programs and activities.

Prepare and maintain a variety of records, reports and files.

Answer telephones and greet the public courteously.

Perform a variety of clerical duties in support of an office.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Maintain a positive attitude, focus and flexibility while working with many interruptions.

**Education and Training:**

Graduation from high school or equivalent.

**Experience:**

Six months of clerical experience involving public contact and working with students and families in an educational environment or assisting families in a social work environment.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license. Positions also require proof of current and appropriate auto insurance coverage at time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

**WORKING ENVIRONMENT**

Office and school site environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Lifting, carrying, pushing or pulling light objects and carts of supplies.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.