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<b>Position:</b>	Student Relations Liaison	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Varies	<b>Salary Grade:</b>	15
<b>Reports to/Evaluated by:</b>	Site Administrator	<b>Salary Schedule:</b>	Non-Operations

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**SUMMARY**

Under general direction, serves as an advocate to students and parents for racial, cultural, social, academic and physical ability diversity. To assist the 5-12 administrative team with leadership, supervisory and administrative skills to achieve and maintain standards of excellence in the curricular areas so that each student receives the greatest academic and personal benefit from the learning experience. Investigates complaints, reports, and prepares investigative findings and recommends appropriate actions. Works with students and parents to act as a liaison to the school site.

**DISTINGUISHING CAREER FEATURES**

The Student Relations Liaison is a specialized position and can be considered part of the career paths within the Student Services and School Attendance organization. Advancement potential exists to this position based on need and by complying with the stated qualifications. Advancement potential from this position exists to field-based positions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists the 5-12 administrative team in formulating and evaluating procedures of selection and registration whereby individual students develop educational plans and are enrolled into subjects of their choice which meet the needs of their educational plans at the appropriate level.
- Works directly with students, parents and community groups at school sites to identify, remedy and prevent attendance and/or academic barriers at the school site.
- Acts as liaison between the school site and District administrators to communicate incidents, trends or concerns regarding student or family concerns at the school site.
- Encourages, support and assist in the development of school wide activities to foster respect and understanding between students.
- Advises and/or assist in the implementation of action to remedy attendance and/or academic concerns, including but not limited to counseling, mediation, staff training, classroom training, presentations, student and parent workshops, and parent meetings.
- Communicates to interested parties District resources available to provide support, both academic and non-academic, to all individuals including Foster Youth, English Learners, and Low Income.
- Takes reasonable steps to eliminate or minimize linguistic barriers, including the use of interpreters or bilingual District staff to assist in communicating with students and parents of diverse national origins.

- Assists in coordinating and providing communications and public relations programs to promote student, staff, parent and community understanding of the role and function of the Intercultural Diversity Advisory Council.
- Participates in the development of ongoing school based programs to assure effective community communication and articulation of the delivery of services to students, parents and citizens.
- Works directly with students and District administration in the resolution of student, parent, Intercultural Diversity Advisory Council, or school concerns.
- Notifies and participates in community education programs and “special events” with students and District personnel.
- Performs other related duties and responsibilities as requested.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires working knowledge of applicable laws, statutes and regulations applicable to harassment/discrimination and due process procedures, Equal Employment Opportunity (EEO), U.S. Code Title VII and IX requirements, and Americans with Disabilities Act (ADA) requirements. Requires a thorough knowledge of District harassment and discrimination policies and procedures. Requires knowledge of child development and behavior concepts and behavior modification techniques. Requires knowledge of District organization, operations, policies and objectives. Requires knowledge of investigative techniques and standards to be applied when investigating complaints/reports of racial, cultural, and other forms of discrimination. Requires well-developed human relations skills to communicate technical concepts to others often in process facilitating settings, conduct training, be persuasive, coach and advise students and parents, and negotiate and resolve confrontation.

**Abilities:** Requires the ability to assist parents and students in resolving harassment or discrimination complaints and related problems. Must be able to work with increasingly complicated situations in dealing with student and parent problems. Requires the ability to carry out the District’s programs associated with multi-cultural/diversity awareness. Requires the ability to demonstrate a unique sensitivity to others when communicating in a wide variety of settings and to achieve desired results, behaviors and actions. May be required to communicate in a second language and is required to work in a multi-ethnic setting.

**Physical Abilities:** Requires the ability to function indoors in an office environment engaged in work of primarily a sedentary nature with some requirement to walk or move to various school campus and District locations. Requires the ability to use hearing and speech to make presentations to small groups and carry on conversations over the phone and in person. Requires near visual acuity to read printed materials and computer screens. Requires sufficient hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.

**Working Conditions:** Work is performed indoors and outdoors with rare exposure to disagreeable environmental factors.

**Education and Experience:** Associates degree in a Social Service, Behavioral Science, Criminal Justice or other related field of study; supplemented by two (2) years of experience working with disadvantaged populations. Additional experience may substitute for some higher education.

**Credential Requirements:** Valid California Driver’s License.