

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	District Community Liaison	FLSA:	Non-exempt
Department/Site:	Supplemental Services	Salary Grade:	19
Reports to/Evaluated by:	Department Director	Salary Schedule:	Non-Operations

SUMMARY

The CUSD District Community Liaison serves as an advocate to students and parents/guardians and families. Provides interpreting and translating services for students in general education programs. The Liaison encourages parental and community involvement in the educational programs; schedules meetings with parents and school staff. The District Liaison encourages, supports and assists in the development of school wide activities to foster respect and understanding between students and their families. Identifies and verifies student needs and eligibility for educational programs; maintains a variety of program records; and prepares summary reports for the various student and family programs.

DISTINGUISHING CAREER FEATURES

The District Community Liaison will assist staff in identifying and verifying eligibility for the Migrant Program. The District Community Liaison is a specialized position and can be considered part of the career paths within the District. Advancement potential from 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

- Participate in the development of ongoing school based programs to assure effective community communications and articulation of the delivery of services to students, parents and citizens.
- Work directly with students, school and District Administration in the resolution of student, parent or school concerns.
- Notify and participate in community education programs and “special events” with students and District personnel.
- Develop channels of communication between the District, school, family and relevant community agencies.
- Assists families in the solution of problems which interfere with a child’s success in school.
- Provides school or district staff with information gained from contacts with the home which may assist in resolving school or district problems.
- Visits home on referral from designated school and district personnel.
- Serve as a member of the CUSD Intercultural Diversity Advisory Council (IDAC) as needed.

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- Provide information to parents and families about direct and supplementary services and programs provided by the District.
- Takes reasonable steps to eliminate or minimize linguistic barriers, including the use of interpreters or bilingual District Staff to assist in communicating with students, parents and families.
- Interpret for parents at school meetings.
- Assist staff in conducting health clinics.
- May attend school and community group meetings during evening and weekend hours.
- Attends required Parent Advisory Committee Meetings and Parent Academies either during or after school hours.
- Prepare and maintain a variety of program records including certificates of eligibility, time lines, and student accounts; prepare reports updating information regarding students.
- Assist with the District Services Agreement Plan.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge of the categorical program elements, goals and objectives. Must be familiar with relevant public and private agencies. Requires a thorough knowledge of the characteristics of all communities served by CUSD. Must be familiar with the cultural background of minority, ethnic and disadvantaged groups. Must have good clerical, general office and record keeping skills. Position requires knowledge of correct English usage, spelling, grammar, punctuation, oral and written usage of a designated second language. Requires good communication skills. Requires knowledge of interpersonal skills using tact, patience and professionalism at all times.

Abilities: Requires the ability to maintain a variety of records and prepare routine summary reports. Must be able to read, write and translate a designated second language. Must be able to understand and follow oral and written directions. Requires the ability to establish and maintain effective relationships with adults and children. Must be able to communicate effectively both orally and in writing. The District Liaison must have the ability to perform the designated responsibilities and duties of the position with minimal monitoring and supervision. Must demonstrate competence in executing directives related to the interaction and instruction of second language families, while understanding the individual needs and differences of each family within the target group.

Working Conditions: Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

Education and Experience: High School Diploma; supplemented by one (1) year of experience involving public contact. Any equivalent combination of education, training and experience.

Credential Requirements Valid Driver's License.