

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Position: Instructional Assistant I - Home School Liaison**

**Salary Grade: 04**

**Salary Schedule:**

**Department: Various Sites**

**Reports to: Site Administrator**

**FLSA: Non-Exempt**

### **SUMMARY**

Carries out programs to improve the attendance, performance and general well-being of students and create a better understanding on the part of the parents of the District goals, individual school programs and the purposes of special categorically funded programs. Under the supervision of the Site Administrator, performs duties of the position following well- established and defined policies and procedures. Requires some judgment and discretion to determine methods of communication with individual parent or family members. Contacts and interactions are such that empathy, tact, diplomacy and persuasion are common communication tools. Requires a strong level of integrity and confidentiality. Clerical and record keeping duties are normally routine and require a basic skill level.

### **DISTINGUISHING CHARACTERISTICS**

Incumbent in this position may consider advancement to positions along the Instructional Assistant career path. Additional education, training or experience will depend on the area of choice. Minimum requirements will include additional clerical, secretarial, word processing related skills.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in developing school-community activities.
- Develops 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 homes on referral from designated school personnel.
- Performs routine clerical duties to assist categorical staff in monitoring of categorically based components (Title I and SBCP program elements).
- Types, files, maintains records.
- Reviews and records enrollment and attendance on a daily basis.
- Follows-up on special attendance problems.
- May attend school and community group meetings during evening and weekend hours.

- Follows-up on home visits.
- Attends required Parent Advisory Committee meetings either during or after school hours.
- May perform Campus Monitor or other duties as assigned.

## **QUALIFICATIONS**

- **Knowledge and Skills:** Requires thorough knowledge of the Categorical program elements, goals and objectives. Must be familiar with relevant public and private agencies. Must understand the target community and be familiar with the cultural background of minority, ethnic and disadvantaged groups. Must have good clerical and general office and record keeping skills. Requires good communication skills.
- **Abilities:** Must be able to perform all of the duties of the position effectively and efficiently. Requires the ability to win the confidence of the course of work. Must be able to prepare clear and concise oral and written reports and perform general office duties of assignment. Requires the ability to exercise sound judgment, discretion and initiative. Requires the ability to communicate with and relate to disadvantaged people and minority, ethnic groups. May include the ability to communicate orally and in writing in Spanish. May require extended periods of walking and/or standing.
- **Physical Abilities:** Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.
- **Education and Experience:** High School diploma or equivalent required. Minimum of 1 year of experience involving public contact and required interpretation of feelings and attitudes preferably in an ethnic or minority setting required.