

MOUNTAIN VIEW SCHOOL DISTRICT

HEADSTART/STATE PRESCHOOL COMMUNITY LIAISON

DEFINITION

Under general supervision, provides a communication link between the community and the Headstart/State Preschool program; interprets District policy, regulations, and program goals and objectives; assists in the planning, organization, and conduct of a parent volunteer service program; and does other related work as required.

ESSENTIAL DUTIES

- Performs a variety of services as a communication link between the Headstart/State Preschool program and members of the educational community.
- Participates in a variety of activities to assist community members in understanding program goals and objectives, and enlists their support and involvement in the educational process.
- Trains and aids parents in the development strategies and techniques in the planning and conduct of advisory meetings, workshops, program regulations and program assessment.
- Provides translation and interpretative services pertaining to both oral and written communication.
- Participates in confidential and sensitive conferences with school community members.
- Assists parents and other educational community members in their awareness of youth and community services.
- Actively participates in the planning, organization, and coordination of advisory committee functions and activities.
- Performs a variety of planning, organization, and coordination functions and activities related to parent volunteer service programs including the preparation and processing of the program application, reports and related records.
- Attends workshops and meetings at the county level.
- Serves as a member of the interview panel for Headstart/State Preschool personnel.
- Conducts a community needs assessment.
- Assists in registration of children for Headstart/State Preschool program.
- Coordinates parents educational programs.

QUALIFICATIONS

Knowledge of:

Procedures, methods, techniques, and strategies utilized in the development of community and parent liaison processes;

Multilingual and multicultural programs as required by the assignment;

Purpose, goals, and objectives of public education;

Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community and parent problems, issues and concerns.

Ability to:

Speak, read, and write Spanish or other languages, and serve as an appropriate English speaking model as required by the assignment;

Creatively and innovatively provide liaison services to the Headstart/State Preschool parents and educational community;

Conduct a comprehensive parent volunteer service program;

Effectively perform multilingual and multicultural need assessments;

Interpret programs and activities designed to enhance educational opportunities;

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Understand and carry out oral and written directions;
Establish and maintain cooperative educational community relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting some of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, having the manual dexterity to operate business related equipment, and handling and working with various materials and objects that are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Two years of experience in a school community service program.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in community awareness or in multilingual and multicultural programs.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.