

MOUNTAIN VIEW SCHOOL DISTRICT

**SCHOOL COMMUNITY LIAISON**

**DEFINITION**

Under general supervision, provides a communication link between the community and the school; interprets District policy, regulations, and program goals and objectives; assists in the planning, organization, and conducts a parent volunteer service program; and does other related work as required. Coordinates family engagement and participation in school site and district activities and provides support services for families with school-aged children. Assists parents in understanding school programs, objectives and procedures. Recruit volunteers in support of school and District goals.

**ESSENTIAL DUTIES**

- Performs a variety of services as a communication link between the school and members of the educational community, some of whom may be experiencing linguistic and cultural differences.
- Assist school team with the planning and coordination of school and District events in support of academic initiatives such as, but not limited to, family reading and math nights, family biliteracy, student enrichment activities, and Reading is Fundamental (RIF) distributions.
- Participates in public support activities at District or community events, which may include weekend or evening hours.
- Assists community members in understanding program goals and objectives, and enlists their support and involvement in the educational process.
- Performs follow-up functions and activities in resolving student attendance, welfare, and other child-related problems.
- Assists in creating a greater understanding of educational procedures, issues, and concerns.
- May provide translation and interpretive services pertaining to both oral and written communication.
- May participate in confidential and sensitive conferences with school community members.
- Participates in home visitations to ensure appropriate communication, and to assist parents and other educational community members in their awareness of youth and community services.
- Assists 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.
- May participate in the conduct of language proficiency and assessment surveys.
- May provide transportation to parents in need of community social services or school meetings.
- Provides support to the McKinney-Vento program including identification, outreach, registration, referrals, coordinate support with district liaison, and other related services.
- Assists in maintaining school related state and federal documentation.

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- Creates, manages, and schedules school communications efforts, including but not limited to, website and calendar updates, flyers, messaging through the district mobile app (push notifications, text messages, emails, social media posts, phone calls). Assists schools and departments with best practice on cohesive and appealing messaging on websites, social media, mobile app, and other print and electronic.
- Collaborates with job-alike colleagues and district staff in establishing consistent practices across all sites and in developing professional skills related to uniformity of events and practices of all schools.
- Supports the school attendance programs.
- Assist school team with the planning and coordination of the school wide PBIS implementation.
- Flexible hours may be necessary to meet the needs of parents and students.

### **QUALIFICATIONS**

#### Knowledge of:

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

Multilingual and multicultural programs as required by the assignment;

Purpose, goals, and objectives of public education;

Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and families in both formal and informal settings, exercise patience when conveying information and demonstrate sensitivity to the special needs of students.

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

#### Ability to:

Speak, read, and write in a language other than English that supports community members based on District need, and serve as an appropriate English speaking model as required by the assignment;

Creatively and innovatively provide liaison services to the educational community;

Assist in the conduct of a comprehensive parent volunteer service program;

Effectively perform multilingual and multicultural need assessments;

Interpret programs and activities designed to enhance educational opportunities;

Understand and carry out oral and written directions;

Establish and maintain cooperative educational community relationships.

Sufficient knowledge of computer technology to communicate with members of the school community and public, including, but not limited to, social media.

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### **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 most 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, the manual dexterity to operate business related equipment, and handle and work with various materials and objects 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:

One year of paid or volunteer experience providing service in community service programs, or similarly related areas.

#### 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.

Board approved: May 17, 2023 (revised)