

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: COMMUNITY LIAISON

SALARY: RANGE 34 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of an assigned administrator, provide assistance to coordinate and communicate with families of students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Support school sites as required with family outreach, including communication with outside agencies and resources.

Work with staff to provide appropriate communication to parents; provide direct communication and support to families of students.

Support District and school staff with coordination of programs and services for families, as required.

Support district initiatives that enhance outcomes for student learning, including, but not limited to improving student attendance and wellness/mental health, ensuring appropriate communication is received by families, including families of homeless and foster youth; this may include phone, email, written communication, or home visits as appropriate in alignment with district procedures.

Assist with supporting and discussing with families their options for before- and after-school enrichment and intervention activities.

Coordinate ELAC chair meetings to provide direct support for meeting state compliance requirements; support school sites with the development of their English Learner Advisory Committees (ELAC).

Translate communications, interpret at a variety of other meetings (Parent meetings, IEP or 504 meetings etc.) and translate materials related to program services and activities for families and personnel as assigned by the position; assist instructional staff with arranging for translation as required.

Plan and facilitate a variety of functions regarding bilingual early learning activities and programs as assigned by the position; provide early learning information to parents and caregivers as required.

Facilitate family participation in various school activities; identify and encourage recruitment of parent volunteers; explain and assist in determining program eligibility; arrange parent activities including recruitment, training, and scheduling.

Assist with attending and supporting parent events as needed.

Operate a variety of office and classroom equipment including a computer and assigned software; drive a vehicle to conduct work.

Provide support to students and families regarding usage and access of various technology equipment and platforms including, but not limited to various student information systems, Chromebooks and other equipment provided by the district.

Perform a variety of clerical duties including typing, answering telephones, duplicating materials and preparing correspondence; prepare and maintain a variety of records and reports related to program activities.

Inventory, order, receive and distribute materials, supplies and equipment.

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Community resource organizations including various federal, State and local agencies
- ▶ Organizational operations, policies and objectives
- ▶ Correct English usage, grammar, spelling, punctuation and vocabulary and a designated second language
- ▶ Public speaking techniques
- ▶ Data control procedures and data entry operations
- ▶ Modern office practices, procedures and equipment
- ▶ General terminology, practices and procedures of assigned office
- ▶ Record-keeping and filing techniques
- ▶ Interpersonal skills using tact, patience and courtesy
- ▶ Oral and written communication skills
- ▶ Telephone techniques and etiquette
- ▶ Principles and practices of data processing
- ▶ Operation of a computer and assigned software

ABILITY TO:

- ▶ Perform liaison duties between administrators, personnel and parents
- ▶ Plan, organize and implement parent education and involvement activities and programs
- ▶ Learn, apply and explain policies, procedures, rules and regulations
- ▶ Speak, read and write a designated second language
- ▶ Prepare and present oral presentations
- ▶ Assemble, organize, and prepare data for records and reports
- ▶ Complete work with many interruptions
- ▶ Answer telephones and greet the public courteously
- ▶ Type or input data at an acceptable rate of speed
- ▶ Communicate effectively both orally and in writing
- ▶ Understand and follow oral and written instructions

- ▶ Establish and maintain effective working and cooperative relationships with others
- ▶ Prepare and maintain a variety of reports, records, and files
- ▶ Operate standard office equipment including a computer and assigned software
- ▶ Meet established schedules and time lines
- ▶ Work effectively with limited supervision
- ▶ Maintain confidentiality of sensitive and privileged information

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in sociology or related field and one year of experience working with community service, public relations or related activities. Bilingual required.

OTHER REQUIREMENTS:

- ▶ Valid California Driver's License
- ▶ Department of Justice fingerprint clearance
- ▶ TB clearance

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment
- ▶ Constant interruptions
- ▶ Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials
- ▶ Hearing and speaking to exchange information in person or on the telephone
- ▶ Sitting or standing for extended periods of time
- ▶ Bending, crouching, kneeling and stooping to reach materials
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies

POTENTIAL HAZARDS:

- ▶ Driving a vehicle during adverse weather conditions

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Human Resources Administrator; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.