

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT

JOB CLASSIFICATION

Group: 7000
Series: 7100
Class: 7102
03/11/2014

PARENT/ COMMUNITY LIAISON

A. Definition:

Under general supervision, to facilitate interaction and communication with others, especially with parents/guardians and community members.

B. Supervision Received: Parent and Community Engagement Coordinator.

C. Supervision Exercised: As assigned

D. Examples of Duties:

1. Greet and assist parents that visit the parent center.
2. Maintain cleanliness, order and appearance of the Parent Center.
3. Assist parents with the basic use of computers and other technology devices.
4. Assist parents when providing parent workshops at the center.
5. Prepare material for workshops as needed.
6. Attend and participate in workshops, in-services and seminars related to the development and implementation of Parent education programs and goals.
7. Maintain a variety of confidential and non-confidential lists and records (including electronic), such as work and/or appointment schedules, contact logs, parent resources, etc., for the purpose of documenting and/or providing reliable information.
8. Make individual phone calls as part of the parent involvement outreach.
9. Provides oral and/or written translation to Spanish as needed.
10. Other duties as assigned.

E. Required Qualifications:

1. Training & Education Required:
 - a. High School Diploma
 - b. Bi-literate (English-Spanish)
2. Licenses, Certifications and Testing Required:
 - a. Valid California Driver License
 - b. Valid Minimum Liability Car Insurance
 - c. Fingerprint/criminal justice clearance
 - d. Tuberculosis clearance
 - e. Written examination
3. Skills, Knowledge and/or Abilities Required: Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying pertinent laws, rules and regulations; utilizing pertinent software applications. Knowledge in performing basic math, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: oral and written English to

Spanish translation; concepts of grammar and punctuation; and business telephone and computer etiquette. Ability to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the community, district personnel and administrators; maintain consistent, punctual and regular attendance.

F. Physical Requirements: Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer; have the ability to occasionally lift up to 20 pounds, frequently lift up to 10 plus pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position. Work Environment: Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other Atmospheric Conditions include Fumes and Odors (Copier supplies); Dust (Dust and paper dust). The noise level in the work environment is usually moderate.

G. Service Requirements:

180 days; 3.5 hours per day; Salary Step: 25 - Classified Salary Schedule

CSEA:

