



Fremont Union High School District

Position: Family and Community Liaison

Department/Site:	School	Range:	115
Reports to/ Evaluated by:	School Site Administrator	Work Year:	208
		Months:	10

Summary of Basic Functions & Responsibilities

Under the supervision of a School Site Administrator, coordinates services and provides parent-to-parent support for families with school-aged children targeted as at-risk, in environments such as those where positive attendant must be accomplished. Serves as a communications liaison between families, community agencies, and the school for policies, conduct, positive attendance, and student assistance. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Assists at district and school site level with developing and implementing programs for parent and family involvement that support improving attendance and academic achievement for targeted students (Title I).
- Assists with enlisting parent volunteers (including interpreters) to help with home school needs. Assembles small groups of parents for helping each other and for developing home-to-school communications and networks. May locate and orient volunteer parents.
- Provides parent-to-parent support through personal contacts within the home and/or other locations away from school sites. Invites parent participation in home-to-school and community-based volunteer opportunities.
- Coordinates programs for abating truancy. Works with families, school site administration, legal, and public safety agencies to identify potential student problems and to improve student conduct and attendance.
- Receives referrals and responds to requests for resource information and parent support.
- Assists in the presentation of parent workshops for families on topics of interest and to enhance relations with the schools. Explains services available to students and families within the district and the community.
- Participates in public awareness activities at the District or during community events (health fairs, etc.) which may include evening and weekend hours.
- Maintains logs and summary reports of parent contacts, learning materials distributed, support groups, parent workshops, etc. Maintains activity log and travel expenses.
- Attends community-based programs and events to keep up-to-date with trends and be more familiar with other resources.
- Assists students and families to work with administration on residency issues.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- The position requires basic knowledge of programs at the federal, state, community, and district level aimed at improving attendance and achievement with low income, immigrant, and other potentially 'at-risk' students and families.
- Requires basic knowledge of the subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading, with sufficient competency to assist students with individual studies.
- Requires knowledge of basic record keeping and case management processes.
- Requires knowledge of and skill at using personal computers to record information and send communications.
- Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in informal settings, exercise patience when conveying information, and demonstrate sensitivity to the special needs of students.
- Requires knowledge of and competency in a second language.

Abilities:

- Requires the ability to assist teaching staff and administrators with implementation of programs and activities to accomplish outreach goals.
- Requires the ability to learn and apply the goals and objectives of Title I and truancy abatement programs.
- Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties.
- Requires the ability to enlist parent involvement and volunteering.
- Requires the ability to relate positively to and work cooperatively with parents and students in a way that builds confidence, social skills, positive behaviors, and recognizes socioeconomic and cultural differences.

Physical Abilities:

- Requires the ability to perform indoors in a home, hospital, or other non-school site environment engaged in work of primarily a sedentary nature.
- Requires near visual acuity to read and write printed materials and computer screens.
- Requires hearing and speech ability for ordinary and telephonic conversation, to speak to groups, and to hear sound prompts from equipment.
- Requires ambulatory ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and reach work materials.
- Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to parents and students, and to operate personal computers.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position typically requires an Associate's Degree or equivalent and one year of experience working with students in an instructional or social service setting. Requires competency in a second language.

Licenses & Certificates:

- May require a valid driver's license. Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed indoors and outdoors with some exposure to health and safety considerations when intervening in situations involving at-risk student behaviors.