

**TITLE:** COMMUNITY RELATIONS LIAISON

**QUALIFICATIONS:**

1. High school diploma
2. College or equivalent training in interpersonal relations desired
3. Experience in community relations or related activities with adults and/or parents
4. Excellent language and oral communication skills
5. Demonstrated ability and willingness to work with educators in promoting improved home-school relations
6. Willingness to work different hours as necessary
7. Possession of valid California driver's license and personal automobile for use on district business

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To assist community relations process, providing on-site time with parents as they need help with participation in education of their children

**PERFORMANCE RESPONSIBILITIES:**

1. Facilitates school site effort to involve parents in overall educational process of their children
2. Assists school staff with parent contacts, both through community visiting and telephone calls; may make home and hospital visits on regular basis to train parents in individually prescribed developmental intervention activities with their own child and act as role model for parents in home setting
3. Assists school staff and parents and community with meetings and training
4. Assists with transportation of parents to school and district meetings and activities
5. Assists with parent education sessions
6. Assists in communication of parent needs to school staff and district/school concerns to parents
7. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 22

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable