

**TITLE:** OUTREACH LIAISON – S.B. 65 PROGRAMS

**QUALIFICATIONS:**

1. High school diploma and some college training preferred
2. Dropout Prevention Specialist Certificate as approved by State of California
3. Experience and desire to work with school personnel, community parents, leaders and children
4. Skill and accuracy in oral and written expression
5. Ability to respect confidential matters
6. Willingness to follow directions and ability to work and cooperate with school and community people
7. Ability to work effectively with school and district level staffs, advisory committees, parents, community members and students
8. Knowledge of local community agencies who can assist in the physical or psychological remediation of pupils
9. Bilingual ability may be required, depending on assignment

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To provide technical and resource assistance to district and school-level staffs and parents in organization and implementation of effective parental and community involvement program activities that enhance education opportunities of pupils participating in school-based motivation and maintenance program

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in identifying pupils at risk and developing strategies to increase school involvement
2. Serves as communication liaison between school and community
3. Facilitates implementation of activities developed in school plan
4. Assists in implementation and keeps records of the following parent involvement activities: school-parent advisory group, parent education and district advisory committee
5. Schedules and accompanies school personnel on home calls
6. Provides field information regarding problems and concerns of community
7. Upon request, provides transportation for parents to attend school meetings, conferences and workshops
8. Assists with inservice training of parents and school personnel at all levels to help improve understanding of ethnic and cultural background of community
9. Attends various community meetings in order to disseminate information pertaining to school's specially funded programs in general and parent involvement in particular
10. Assists staff in reducing pupil alienation and non-participation in school
11. Assists in reducing poor attendance
12. Facilitates preventive discipline policies and procedures which improve staff's abilities to manage pupil behavior
13. Conducts home visits and works with parents of high risk youth
14. Welcomes and helps new parents to become familiar with school and community and performs other duties related to parent involvement and intergroup relations components
15. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; classified salary schedule, class 13

**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