**Information Sheet – 6/18/19 - Board of Trustees Meeting**

TO: Board of Trustees Item: 6.1

FROM: Nancie Castro

DATE: June 12, 2019

RE: New Community Liaison Position, Anthony Traina School

The community liaison position will focus on improving communication with parents, and increasing parent involvement, especially in the area of student intervention needs. The attached job description was created for this new position. Traina plans to hire a Community Liaison for the 2019-20 school year using their Title 1 funding. The attached salary schedule shows the new position added under range 55.

Recommend: Approval of new Community Liaison Job Description and revised Classified Salary Schedule.

# JOB DESCRIPTION

**POSITION: Student and Community Liaison**
**SALARY PLACEMENT: Classified Salary Schedule**

**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**
High School Diploma

**MINIMUM EXPERIENCE:**
Experience working with diverse communities and with children is desired.

**CREDENTIALS AND/OR SKILLS/KNOWLEDGE AND ABILITIES:**
Basic computer skills with applications such as MS Word, MS Excel etc. General office procedures and the ability to operate office machines (computer, fax, and copier). Correct English/Spanish usage, grammar, spelling, punctuation, and vocabulary. Interpersonal skills using tact, patience, and courtesy. Knowledge of available community resources, both public and private. Good oral and written communication skills.

**SUMMARY OF POSITION:**
Under the direct supervision of the school principal, links students and families in need with resources by acting as the contact for at-risk students to get the academic assistance needed. Act as the school contact person for community outreach as well as assist in the improvement of the attendance habits of students and parent participation in school functions. Other related duties as assigned.

**ESSENTIAL FUNCTIONS:**
Essential functions may include, but are not limited to:

1. Work with students in a supportive nurturing, respectful, helpful manner.
2. Work closely with students & families, demonstrating broad understanding, tolerance, and acceptance of them.
3. Provide relevant content for bulletins and monthly calendar that are sent to families.
4. Record phone messages to be sent to all families.
5. Coordinate partnerships with high school and outside agencies for after school tutoring programs.
6. Increase communication with identified/at-risk families.
7. Communicate with teachers and parents regarding students' school work for the purpose of promoting academic progress.
8. Organize the after School Intervention Program and track progress of students. Coordinate after school intervention schedule and work with staff members running those programs. Fill in as needed when instructors are absent.
9. Track Grade Checks and work with students and teachers on improvement plans.
10. Assist in the designing and planning of the WIN period.

11. Provide outreach to families (low-income, disenfranchised, minority and ELD).
12. Support office staff in welcoming new families.
13. Assist the site administrator with setting up projects to enhance and encourage parent involvement.
14. Assist school community, staff, & teachers in communicating with the parents of students who are having attendance and academic problems in school. Provide support and resources for parents for the purpose of improving student attendance.
15. Make phone calls and sets up home visits as assigned to identified students and families.
16. Coordinate check-in, check-out resources for struggling students. Check grades, discuss with students and contact parents as needed.
17. Work with parents and staff to assure a functioning ELAC program.
18. Work with multi-cultural coordinator and local communities to organize events, outreach and multi-cultural instruction.
19. Perform community outreach for the purpose of obtaining donations of goods and services for needy students and their families. Link needy students and their families with community resources. Acknowledge community resources of donations, etc.
20. Help with coordination of parent advisory activities and the PTA.
21. Maintain strict confidentiality.
22. Operate a variety of audio visual, office and school equipment. Monitors and assists students in using adaptive devices, i.e., electric wheelchairs; hearing aids; speech synthesizers; DVD players, computers, and various recreational equipment.
23. File and maintain records as required.
24. Present a positive learning environment.
25. Follow oral and written instructions.
26. Work with students, district personnel, and general public in a pleasant and cooperative manner.
27. Promote a climate of mutual trust and respect.
28. Complete work in a neat, accurate and timely manner.
29. Apply problem solving techniques.
30. Support and assist in the enforcement of classroom, school, and district rules.
31. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
32. Contribute relevant feedback/information on student progress through observation, interaction and maintaining accurate records.
33. Perform all other duties as assigned.

**DIRECTLY RESPONSIBLE TO:**
Site Administration

## PHYSICAL ENVIRONMENT:

Must be able to stand, walk, sit and lift up to 25 lbs. (i.e., supplies, etc.), bend, twist, reach and stretch, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, able to operate office machines and equipment, demonstrate manual dexterity necessary to operate calculator, typewriter, and computer keyboard, clear vision and hearing. Hear and understand speech at normal classroom levels and outdoors and on the telephone. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.

**WORK ENVIRONMENT:**
Employees in this position will be required to work indoors and outdoors in an educational and standard environment. Employees will come in contact with students, parents, community members and agencies, and school district staff.

**BOARD APPROVED:**
TBD