

Job Title: School-Community Liaison

Description of Basic Functions and Responsibilities:

To assist school staff and youth with attendance and other school related problems and activities and to act as a community advocate providing a liaison function among student(s), parents, school, community and social service agencies. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class is responsible for providing a communication link between assigned school, teachers, students, parents, and community organizations regarding established or available procedures, standards, programs, services and activities. This job class requires initiative and motivational skills as well as a knowledge of and familiarity with the community, its resources, and its people.

Supervisor: School site administrator

Typical duties:

Assists school staff, students, and parents in resolving attendance, behavioral and/or academic problems making home visits as necessary, providing lay counseling, providing feedback to school staff, making appropriate referrals, and monitoring progress

Explains school procedures, requirements, standards, programs, and activities to parents and ensures their understanding of same

Assists families in the solution of problems which interfere with student success in school and community; directing families to appropriate agencies, medical attention, or other assistance

Confers and consults with school administrators and counselors regarding home visit referrals, absence clearing data, disciplinary actions, etc.

Collects information/documentation on designated students from a variety of sources such as attendance and other school records, home visit reports, and legal reports

Acts as liaison to community agencies including police, welfare, and juvenile probation in efforts to resolve student/family problems

Identifies social services and community organizations available to youth and all members of the community; linking services with students/families and maintaining current information

Keeps school informed of community problems or activities which may impact directly on school attendance or operations

Compiles and investigates information related to student attendance, truancy, and/or behavior problems and prepares necessary reports for submission to appropriate parties

Assists in the attendance office; verifies student absences by telephone and issues re-admits

May translate and interpret English/second language when necessary to accomplish assigned duties

Investigates cases for presentation before the School Attendance Review Board (SARB) and presents findings

Patrols campus grounds and other areas during school hours to ensure student classroom attendance; assists in the supervision of students during break period, lunch period, and before/after school

Serve as a supervisor at both day and night athletic contests at home and away

Administers student disciplinary actions in strict conformance with established district policy

Transports students to school meetings, home, community agencies as necessary

Attends community meetings as required to represent the district

Performs related duties as required

Employment Standards:

Possession of a valid and appropriate California Driver's License

Knowledge of the development, needs, and characteristics of high school age youths

Knowledge of basic principles and techniques used in counseling students/families

Knowledge of community resources and agencies available for problem resolution

Ability to summarize data/information from a variety of sources and to prepare reports

Ability to learn federal, state, and district laws, guidelines, and regulations related to assigned functions

Ability to provide services in crisis intervention for such areas as drugs, fights, loitering, and racial tension

Ability to establish and maintain efficient record keeping/filing systems

Ability to analyze situations and take appropriate action according to established regulations, laws, and policies

Ability to communicate effectively and tactfully in both oral and written forms

Ability to maintain confidentiality of records, cases, and agency proceedings

Ability to coordinate activities and details, and to maintain effective schedules of events

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

May require:

Ability to speak, read, and write a specified foreign language as designated by the district office