

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School Community Liaison	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	Career Lattice	FLSA:	Non-Exempt
JOB CLASS CODE:	0940	WORK YEAR:	10 to 12 Months
DEPARTMENT:	School Site / Department	SALARY:	Range 30 SCL I Range 34 SCL II Range 38 SCL III Range 42 SCL IV Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-02-71
		BOARD REVISION:	09-30-75 09-16-91
		HR REVISION:	04-26-12

BASIC FUNCTION:

Perform intensive support services by working with staff, parents/guardians, and students to promote and strengthen home-school relationships; improve the attendance, performance, and general well being of students; create a better understanding on the part of the parents/guardians of the district goals and special programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Develop channels of communication between the district, school, family, and relevant community agencies; assist with health and community agency referrals. **E**

Assist families in the solution of problems that interfere with a child's success in school; provide referrals to social worker, teacher, nurse, and outside agencies. **E**

Monitor attendance and follow-up on special attendance problems by letter, telephone, or home visit; explain attendance policy. **E**

May assist with the preparation of School Attendance Review Board (SARB) packages for a district attendance meeting and attend meeting; schedule, set-up, and help prepare materials for Student Attendance Review Team (SART) meeting; facilitate and/or attend SART meeting. **E**

Conduct home visits related to attendance, behavior, or immunization issues. **E**

Provide school or district staff with information gained from contacts with the home that may assist in resolving school or district problems; report unwholesome and undesirable home conditions seen on home visits; cooperate with community agencies for the benefit of families served. **E**

Encourage parent involvement in school activities, programs, meetings, and their child's education. **E**

Attend seminars, conferences, meetings for training or information update on student affairs, such as attendance, incentives, etc; arrange individual and group conferences between parents/guardians and the principal. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; operate standard office equipment.

Attend community events representing assigned department for the purpose of recruitment, public relations, and application to a variety of programs; assist families in completing program applications offered by assigned department. **E**

Prepare job-related documentation; maintain accurate records and reports; operate a vehicle to conduct work; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and one year of experience in school community work or related experience. School Community Liaison II requires one year of college-level work (30 accredited units). School Community Liaison III requires two years of college-level work (60 accredited units), and must have served 75% of the school year as a School Community Liaison II. School Community Liaison IV requires three years of college-level work (90 accredited units), and must have served 75% of the school year as a School Community Liaison III.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license, and provide proof of insurance. Specific languages may be required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective community relations techniques and principles.

District policies and procedures related to assigned duties.

Relevant public and private agencies.

Target community and familiar with the cultural background of minority, ethnic, and disadvantaged groups.

Problems encountered in economically deprived communities, especially as they pertain to disadvantaged students.

Methods and attitudes required to facilitate and encourage student and parental participation in the total home-school educational process.

Interpersonal skills using tact, patience, and courtesy.

Basic record-keeping techniques.

Health and safety regulations.

Operation of a computer, related software, and standard office equipment.

ABILITY TO:

Perform the basic function of the position.

Gain the confidence of people contacted in the course of work.

Prepare clear and concise oral and written reports.

Exercise sound judgment, discretion, and initiative.

Communicate and relate to disadvantaged people and minority, ethnic groups.

Understand and follow instructions from the principal and teachers.

Work cooperatively and harmoniously with parents/guardians, students, school officials, and others contacted in the course of the work.

Read and write the English language.

Lift light objects according to safety regulations.

Read, interpret, and follow rules, regulations, policies, and procedures.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.
Operate a computer, related software, and office equipment.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office, school site, homes of families, and outdoor environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit or drive for extended periods of time; dexterity of hands and fingers to operate a computer; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities, and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals; exposure to health and safety hazards.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date