

MONTEREY COUNTY OFFICE OF EDUCATION

PARENT and COMMUNITY LIAISON

CLASSIFICATION: Classified
SALARY LEVEL: 38

DEFINITION:

Under the direction of the Director or Coordinator Administrator, the Parent and Community Liaison coordinates the parent involvement component of the assigned program to provide information to parents regarding public education and promotes active parent and community participation to ensure the academic success of students.

SUPERVISOR:

Director or Coordinator Administrator of assigned program

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Assists in providing leadership and direction to the parent advisory councils in the areas of goals and objectives of the programs, fiscal issues, methods that can be used to determine the needs of students, techniques that can be used effectively to develop positive working relationships with school personnel and the community and ways in which the advisory committees can work together as a team to reach their goals
- Assists parents in the planning, implementation and evaluation of programs
- Explores training opportunities for project participants and parent mentors, parent advisory council members at the community, state and regional levels and assists the director in contracting individuals to provide training
- Assists in planning, coordinating and presenting at parent conferences and workshops
- Collaborates with schools and community agencies to align resources for migrant families
- Keeps thoroughly updated on program regulations and requirements and keep the parent advisory council informed of any changes on an ongoing basis
- Initiates written and verbal communication to parents and agency staff, collect data for program evaluation purposes
- Ensures compliance with Federal and State policies regarding parental involvement
- Provides technical assistance to staff that facilitates District Parent Advisory Groups
- Maintains log of contacts, referrals, and services provided
- Participates in appropriate trainings including from the California Department of Education
- Arranges transportation for parents
- Complies with the Monterey County Office of Education Board Policies, Superintendent Policies, Administrative Regulations and Head Start Performance Standards in all areas of parent involvement.
- Performs other related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions, manual dexterity sufficient to write, use telephone, computer literate, business machines, and drive an automobile; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, (climbing and/or running); physical mobility sufficient to move rapidly about the work environment (office, district, from school or home site to site), physical strength sufficient to lift twenty-five (25) pounds, physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems. Establish facts, draw valid conclusions, make valid judgements.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education and experience equivalent to a Associate of Arts Degree from an accredited college or university
- One (1) year experience working with committees, community agencies or parent groups including demonstrated experience in public speaking, training and volunteer recruitment
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Knowledge of:

- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and reporting writing techniques
- Computer application software that includes word processing, database and presentation software
- Community resources and organizations
- Proper English/Spanish usage and grammar

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timetables
- Learn, plan and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Maintain accurate records
- Communicate in English and Spanish, clearly and concisely, both orally in writing
- Function effectively in a multi-cultural setting
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Demonstrate strong organizational and planning skills and work independently without close supervision
- Establish and maintain cooperative relationships with those contacted within the course of work
- Handle information in a discreet and confidential manner
- Exercise reasonable judgment in unusual circumstances
- Make home visits
- Travel from site to site within the county

- Operate a vehicle safely and efficiently

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability

(revised 8-17-15)

(Revised 12-10-15)