

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: July 20, 2005

Salary Schedule: 20; Row: 17

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### **JOB TITLE: COMMUNITY LIAISON –BILINGUAL**

**JOB PURPOSE STATEMENT:** Under the supervision of the Assistant Superintendent of Educational Services and/or the Assistant Superintendent's designee, to support effective communication between the school, the student's family, and appropriate public agencies to achieve a suitable climate for learning; to provide a variety of clerical and supportive tasks, and to do related work as required.

### **JOB FUNCTIONS:**

- Assists certificated personnel by visiting student's homes to explain school programs, reinforces positive attitudes of parents and students toward school, learns of any home problems that may have a bearing on student accomplishment in school, and discourages absenteeism
- Becomes familiar with public and private agencies that can partner with schools
- Knows the community, district, community and student assistance programs
- Listens to complaints parents may have about school and advises parents as to proper channels for seeking redress of grievances
- Coordinates, facilitates and attends all categorical parent meetings
- Organizes parent volunteer and parent education programs
- Coordinates and facilitates child care and child care providers for parent meetings
- Takes responsibility for supervising student volunteers
- Attends county parent workshops, conferences and meetings

**JOB TITLE: COMMUNITY LIAISON –BILINGUAL**

Page 2

**JOB FUNCTIONS – continued**

- Assists in recruiting and registering students in school activities
- Establishes direct parent communications via e-mail, phone, fax, or letter
- Collaborates with teachers and Title I site leads on agendas for parent meetings
- Facilitates district wide parent mailings
- Works flexible hours for parent meetings held at night and some Saturdays
- Possesses leadership abilities to supervise and direct others
- Uses Spanish and English clearly and distinctly in both written and verbal form with correct grammar, punctuation and spelling
- Possesses excellent listening and organizational skills
- Demonstrates patience, warmth and a liking for people
- Understands and carries out oral and written instructions
- Possesses clerical, computer, and data management skills
- Performs other related duties as assigned or needed

**PHYSICAL ABILITIES:**

- Visual ability to read handwritten/typed documents and the display screen of various office equipment and machines
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, squat, bend, lift (10 pounds), carry (10 pounds), push/pull (10 pounds), climb, and walk
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to demonstrate manual dexterity necessary to operate a computer and other office

JOB TITLE: **COMMUNITY LIAISON –BILINGUAL**

Page 3

PHYSICAL ABILITIES – continued

equipment in a safe and efficient manner

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Experience in dealing with school age children and the community is desired

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 35 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- Valid driver's license
- TB Clearance
- Drug/Alcohol Clearance
- Criminal justice fingerprint clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.