

**JOB DESCRIPTION**  
**Pleasanton Unified School District**

**DISTRICT PARENT LIAISON**

**PURPOSE STATEMENT:**

The job of District Parent Liaison is done for the purpose/s of supporting parents/guardians and families; providing information on services available to eligible students and families; conveying information regarding school and/or District activities and procedures; translating written and/or verbal communication; referring families to other agencies, and acting as an advocate for English Learner families in the local and wider community.

**ESSENTIAL FUNCTIONS:**

- Acts as a liaison with parents/guardians and students for the purpose of facilitating access to information about the program, District policies, and community services and programs.
- Assesses parent/guardian and student needs (e.g. bilingual computer/technology program, social events, parent education programs) for the purpose of developing an action plan to ensure student success in the District.
- Assists parents/guardians in locating and enrolling in skill development courses (e.g. ESL classes, nutrition/cooking, computer training) for the purpose of promoting parental effectiveness and student achievement.
- Maintains a variety of records (e.g. program participation, progress, referrals) for the purpose of providing required information and/or documentation.
- Orients students, families and volunteers for the purpose of establishing familiarity with program, services, and required processes.
- Plans and participates in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information related to family and child support services.
- Prepares written materials (e.g. parent surveys, log of parent advocate activities, grant proposals, reports, memos, letter) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to inquiries for the purpose of providing information and/or direction.
- Assists in the translation of verbal and written communication for the purpose of facilitating communication between students, parents, teachers and administrators.
- Assists other personnel for the purpose of supporting students/families in the completion of their work activities.
- Recruits parent volunteers for the purpose of assisting in program activities.
- Participates and plays a lead role in the Pleasanton Unified School District's District English Language Advisory Committee (DELAC), in addition to also supporting all school ELAC (English Language Advisory Committee) groups.

**Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities

## JOB REQUIREMENTS & MINIMUM QUALIFICATIONS

### Skills, Knowledge and Abilities

**SKILLS** are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

**KNOWLEDGE** of procedures, methods, techniques, and strategies utilized in the development of school and community liaison processes; understand the purpose, goals and objectives of public education as relating to Multilingual and multicultural programs; Local, State and Federal guidelines established to support multicultural education and; procedures, methods, techniques and strategies utilized in dealing with sensitive school and community challenges, issues, and concerns.

**ABILITY** is required to effectively communicate verbally and in writing with all the stakeholders as required by the assignment; creatively and innovatively provide liaison services to the educational community; assist in the conduct of parent volunteer programs; effectively perform multilingual and multicultural need assessments; adapt and implement programs and activities designed to enhance educational opportunities; understand and carry out oral and written directions; establish and maintain cooperative educational and community relationships; relate effectively with racially and ethnically diverse staff, students, and community; schedule activities, meetings, and/or events; collate data; and use basic, job related equipment. Flexibility is required to work with others in a variety of circumstances; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job related equipment; work with others, solve problems, identify issues and create action plans; use data to independently interpret guidelines; and solve problems with limited equipment; satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups in a manner that makes them feel welcome and included, maintaining confidentiality, and working as part of a team and; work closely and in collaboration with the site level parent groups.

### Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and tracking budget expenditures.

### **Working Environment:**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and clean atmosphere.

**EXPERIENCE:** Job related experience within specialized field is preferred.

**EDUCATION:** High school diploma or equivalent, coursework or training related to the job is preferred

**Required Testing**

Pre-employment Proficiency Test

**Certificates & Licenses**

None Specified

**Continuing Education/Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background  
Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

Board Approved 6/23/15

**Salary Grade**

Classified 23