

MENDOTA UNIFIED SCHOOL DISTRICT

Position: Home School Liaison
Department: State and Federal Projects
Reports To: Director of State and Federal Projects

FLSA: Non-Exempt
Classified

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

GENERAL DESCRIPTION

Under the direction of Director or designee, coordinate and carry out recruitment and identification of qualified migrant students, gathering and compiling of educational data, structuring of program intervention services, identification and linkage of existing community resources for students from preschool (3 years) through Out of School Youth (OSY) populations (up to 22 years of age) and their families, coordination of health services with district and community services, mandated Parent Advisory Committee (PAC) meetings and parent education, and involvement in various school programs and other activities as assigned; perform liaison duties between schools, migrant students and parents from an assigned central migrant office; refer families to local agencies or school services as appropriate; prepare and maintain related family development records and reports.

ESSENTIAL DUTIES

- Carry out school-based and community-based recruitment of students and their families who meet all federal delineated criteria for inclusion into the Region I Migrant Education Program (MEP).
- Maintain organized files of active Certificates of Enrollment, Expired Certificates of Enrollment and have detailed evidence of meeting, or progressing towards meeting identification and recruitment goals.
- Understand and perform a battery of audit and profiling processes comprising the assessment of all students from preschool (three year olds) to Out of School Youth (up to twenty-two years of age).
- Develop working relationships with data and student assessment departments and personnel.
- Identify academic intervention services for students found "at risk" within the preschool to OSY population.
- Actively link students and their families to these services which may include but are not limited to; state/federal/MEP preschools, tutoring classes, after-school clubs, homework clubs, summer schools, Saturday schools, evening schools, credit accrual sessions, job training, or any other academic intervention found in the district, the community or provided by the Regional MEP program.
- Assist in the formulation of educational goals and objectives for these students utilizing the participation of parents, community members and school personnel.
- Identify any and all community resources as may be needed by migrant students and their families to surmount a barrier(s) to their academic development. Perform liaison duties between schools, community resources and agencies and parents and from an assigned central office; communicate with parents regarding student performance including attendance, behavior, academic achievement, health and medical problems.
- Coordinate dental, vision, insurance campaigns and any other medical intervention programs that may be provided by a state/federal/MEP program or initiative.
- Complete at least six federally mandated Parent Advisory Committee meetings during a school year.
- Promote parent education and involvement in various school programs and other activities; provide information and materials to parents to assist them in utilizing community services and resources; refer families to local agencies or school services as appropriate; arrange parent activities including recruitment, training, and scheduling, prepare and maintain related records and reports.
- Make home visits to carry out community-based recruitment, acquire information and discuss school-related problems such as absenteeism, illnesses, behavior problems and other matters.
- Operate a variety of office and classroom equipment including a computer, printer, copier, VCR/CD and DVD player, television set and telephone; drive a vehicle to conduct work.

- Perform a variety of clerical duties including typing, answering telephones, duplicating materials and preparing correspondence.
- Inventory, order, receive and distribute materials, supplies and equipment.
- Translate written materials from English to a second language as assigned by the position; provide translation for conferences and other meetings as assigned.

OTHER DUTIES

- Monitor and track budget expenditures as assigned by the position.
- Perform related duties as assigned.
- Attend all detailed workshops and trainings (national/state/regional/or district).
- Meet all stated deadlines on all pertinent reports, audits, and profiles.
- Actively pursue all pertinent goals and objectives detailed in the District Service Agreement (DSA).

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Community resource organizations including various Federal, State and County agencies.
- District organization, policies and objectives.
- Record-keeping and report preparation techniques.
- Correct oral and written usage of English and a designated second language.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Policies and objectives of school programs and activities.
- Public speaking techniques.
- Operation of a variety of office and instructional equipment including a computer.

ABILITY TO:

- Perform liaison duties between school and parents.
- Plan, organize and implement parent education and involvement activities and programs.
- Communicate effectively both orally and in writing.
- Read, write, translate and interpret English and a second designated language.
- Operate a computer and a variety of office and instructional equipment.
- Learn, apply and explain policies, procedures, rules and regulations.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Meet schedules and time lines.
- Plan and organize work.
- Prepare and present oral presentations.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and prepare reports.
- Read, interpret and follow rules, regulations, policies and procedures.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Preferred experience working in community service programs or related field.
- Valid California driver's license and safe driving record.
- Incumbent will be involved in field work which requires travel in personal vehicle to various sites.
- Incumbents in this classification are required to speak, read and write in a designated second language.

WORKING CONDITIONS

ENVIRONMENT:

- Office environment.
- Home visits - Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

- Potential for contact with dissatisfied or abusive individuals.

Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.