

COMMUNITY LIAISON SPECIALIST

DEFINITION

Under general supervision assists District and school administrators and teaching staff in maintaining a continuous and effective line of communication with the community which the District serves; and performs related duties as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Establishes lines of communication with local businesses and assists in referring students for part-time jobs. *E*

Assists in the establishment and/or functioning of parent advisory and participation committees. *E*

Assists parents in understanding school standards related to pupil conduct, achievement, and school problems. *E*

Assists with identifying areas of community concern. *E*

Assists in the identification, mitigation, and follow-up of truancy and/or other attendance problems. *E*

Assists in the development of job placement programs to guide students toward either a professional or non-professional career through job counseling, on-the-job training and job placement. *E*

Assists in all aspects of District public relations efforts in behalf of its regular and special programs. *E*

Assists in recruiting support for school-related groups.

Performs related work as required.

MINIMUM QUALIFICATION

Knowledge of:

1. Motivational techniques;
2. Promotional activities;
3. District and school policies and procedures;
4. General needs and behavior of high school students;
5. English usage, spelling, grammar, and punctuation; and
6. Simple record keeping.

Ability to:

1. Converse and deal tactfully with students, parents, teachers, and other school staff members;
2. Interpret needs of the community;
3. Organize and conduct community meetings;
4. Understand and carry out oral and written instructions;
5. Operate a typewriter and computer;
6. Maintain simple records;
7. Operate a vehicle observing legal and defensive driving practices;
8. Establish and maintain effective relationships with those contacted in the course of work;
9. Maintain work pace appropriate to given work load; and
10. Relate to other people beyond giving and receiving instructions.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Good general background and work history demonstrating reliability and responsibility; experience involving direct personal contact responsibilities, such as personnel training, volunteer activities, human relations, or similar experience involving community contact and promotional activities.

WORKING CONDITIONS

Environment:

Indoor work environment; and subject to driving a vehicle to conduct work.

Physical Abilities:

Dexterity of hands and fingers to operate a typewriter; hearing and speaking to exchange information; sitting or standing for extended periods of time; walking throughout the campus; and seeing to prepare and edit press releases and other documentation.

Revised: 7/81