

COMMUNITY LIAISON AIDE

DEFINITION

Under supervision, assists District school administrators, community liaison specialists, and staff in maintaining a continuous and effective line of communication between the community and the District, 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

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

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

Assists in recruiting support for school-related groups. *E*

Performs follow-up of truancy and/or other attendance problems. *E*

Assists District public relations efforts in behalf of its regular and special programs; carries out routine clerical tasks including minimal typing related to above. *E*

Assists with job placement programs to guide students toward a career through job counseling, on-the-job training, and job placement. *E*

Assists in the functioning of parent advisory and participation committees and in identifying areas of community concern. *E*

Assists with mitigation. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. English and communication skills;
2. Other language(s) pertinent to the assignment;
3. Methods used in motivating students and adults; and
4. Promotional activities.

Ability to:

1. Communicate effectively with students, parents, and school staff;
2. Help determine needs of the community;
3. Assist with organization and conduct of community meetings;
4. Follow oral and written instructions;
5. Type desirable, no speed test required; and
6. Maintain work pace appropriate to given work load.

TRAINING AND EXPERIENCE

Equivalent to completion of the 12th grade; 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.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information; sitting or standing for extended periods of time; walking throughout the campus and community; and seeing to edit and prepare materials.

Revised: 8/82