

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PARENT LIAISON**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, serve as liaison between families, schools and community and assist in the planning, organization and implementation of district-wide parent involvement efforts.

#### **ESSENTIAL FUNCTIONS:**

Consult and coordinate with school personnel (administration and teachers) to establish and maintain ongoing parent activities which support academic achievement at home as well as school.

Recruit, coordinate and manage parent involvement in programs and committees.

Assist in the coordination and planning of major district events such as the district-wide Parent Conference.

Facilitate communication among parents, teachers, administrators, the school staff and the community.

Draft and design materials such as flyers, bulletins, newsletters and brochures for special events.

Serve as presenter/facilitator for parent involvement workshops, inservices and activities.

Serve as member of the Parent Involvement/Parent Education Steering Committee.

Establish and maintain collaborative relationships with community agencies.

Serve as an information resource for district-wide family involvement efforts and district instructional programs.

Maintain a directory of school, district and community services available to meet social and personal needs of families.

Assist parents/guardians to understand their rights and responsibilities that will empower them to become advocates for quality education.

Prepare parent/family reports as required.

Perform related duties as assigned.

## **DEMONSTRATED KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Community/family service agencies and local business.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Modern office practices, procedures and equipment.  
Basic computer operation.  
Record-keeping techniques

### **ABILITY TO:**

Develop a strong and meaningful parent involvement program which promotes helping children extend school learning at home.  
Organize and promote parenting activities.  
Perform liaison duties between school and parents.  
Develop and deliver oral presentations.  
Work with families from various ethnic and socioeconomic backgrounds.  
Establish and maintain effective working relationships with others.  
Communicate effectively both orally and in writing.  
Read, interpret, explain and follow rules, regulations, policies and procedures.  
Understand and follow oral and written directions.  
Plan and organize work.  
Maintain confidentiality of school matters.  
Operate a computer and standard office equipment.  
Maintain records and prepare reports.  
Hear and speak to exchange information in person and on the telephone.  
See to read a variety of materials.  
Move hands and fingers to operate a computer keyboard.  
Maintain consistent, punctual and regular attendance.

## **EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school. Experience in school activities and programs which promote parent involvement desirable.

## **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.