



**TITLE: COMMUNITY LIAISON  
COMMUNITY LIAISON/BILINGUAL**

**DEFINITION:**

Under supervision of an administrator, act as communication liaison within the school community. Involve parents in school/District functions; provide specialized biliterate support functions among non-English speaking segments of the community; and to direct parents to appropriate community service agencies for assistance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Depending on the assignment, duties may include but are not limited to the following.**

Serve as liaison between school, District, home and community.

Meet with parents, particularly parents of minority and diverse ethnic background to discuss procedures.

Involve parents in school activities and to generally encourage understanding and support of school programs.

Translate designated written and oral language to provide effective communication between District/school, students parents and community.

Identify and coordinate social services through agencies such as Healthy Start.

Make home visitations.

Exercise leadership in integrating community-school relationships by working to maintain objective, positive, and constructive attitudes of the community toward education.

Confers with staff to assess needs and individual student goals and problems and provide appropriate reference materials.

Confidentiality.

Ability to work with various groups of people to coordinate duties and outreach efforts.

Hours need to be flexible to work nights, week-ends, etc. to meet needs of community.

**JOB QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Cultural background of non-English speaking communities.

Various services available in local community.

**Skill and Ability to:**

Maintain records and files and prepare reports.

Motivate others and coordinate efforts toward attainment of common goals

Establish and maintain effective work relationships with those contacted in performance of duties.

Understand and carry out oral and written directions.

Bilingual proficiency in English and another designated language.

Analyze situations accurately and adopt an effective course of action.

**EDUCATION:**

**Required:** Equivalent to the completion of high school.

**EXPERIENCE:**

Required: Two years of interpersonal and group relations experience.

**Licenses/Certifications:**

Possession of a valid California driver's license with no restrictions, which would preclude driving on the job, is a continuous requirement.

**Date created/revised**

N: 6/00