

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: PARENT & FAMILY LIAISON I (Grade 50)

DEFINITION: Under general supervision, plans, organizes and implements the activities of Parent/Teacher Councils, Parent Advisory committees, and/or the “College is in My Future” Program; acts as a liaison between parents/guardians of students and SDCOE staff; and arranges, participates in and conducts training sessions, workshops and other events.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Multiple SDCOE programs utilize this classification therefore, incumbents may perform any combination of the following duties.

ESSENTIAL FUNCTIONS:

Develops and implements programs.

Plans and organizes meetings by setting meeting dates, coordinating participation, and preparing and distributing meeting materials.

Arranges parent training sessions.

Assembles, compiles and distributes information pertinent to families such as community resource information, programs or legislation as requested.

Plans and implements parent education/training program activities related to parents’ rights, advocacy and parent support designed to enhance parents’ involvement in student education.

Facilitates related training activities, workshops and events by coordinating the development of presentations and arranging presenters, facilities, equipment and materials.

Provides support in planning, implementing and presenting at conferences and events.

Meets with SDCOE Family Involvement Unit Coordinator to learn about services offered.

Coordinates parent participation at SDCOE Family Involvement Unit activities.

Identifies and develops strategies to increase parent participation and involvement in educational matters.

Meets with the JCCS Parent Involvement Specialist to develop and implement activities and programs related to the JCCS Title I Parent Involvement Policy and the Regional Parent Involvement Plan.

Recruits parents for membership in the District Parent Advisory Council, District English Learner Advisory Council, English Learner Advisory Council and the School Site Council.

Learns about services and participate in trainings and activities offered through the SDCOE Family Involvement Unit.

Acts as a spokesperson for parent advisory groups.

Represents parents/guardians on various advisory committees, as well as, in the course of program/project compliance review processes.

Assists in mediating conflicts between teacher and parent/guardian.

Compiles and distributes community resource information.

Develops and maintains a directory of parent and family resources.

Contacts and maintains relationships with San Diego County colleges and universities.

Organizes, plans and arranges transportation for college/university visits.

Provides translation and/or interpretation services as required by position.

Performs internet research.

Provides technical support to teachers, school administrators and parents regarding the development of parent and family involvement programs.

Visits school sites to assist in monitoring student behavior.

Solicits and gathers charitable contributions.

Develops forms and processes for student referrals for services.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

LANGUAGE REQUIREMENT:

Designated positions may require oral competency and literacy in English and Spanish, and the ability to translate orally and in writing from English to Spanish and Spanish to English.

EDUCATION AND EXPERIENCE:

A combination of education and experience which clearly demonstrates possession of the knowledge, and abilities detailed above. A typical qualifying background would include experience in public education involving a leadership role in school governance and curriculum particularly from the perspective of parents and parental interests; experience planning and organizing training activities, workshops, conferences and other events. Experience providing information and assistance to the compliance review process in connection with special funding, previous involvement with a Juvenile Court and Community School Program, and/or a degree related to education are desired.

KNOWLEDGE AND ABILITIES:

GENERAL KNOWLEDGE OF:

The principles and practices of public education.

Federal, state and local laws, statutes, regulations and procedures pertaining to the rights and responsibilities of parents as they relate to the education of their children.

Community resources available to parents and families.

Project funding and compliance requirements.

WORKING KNOWLEDGE OF:

The operation and functions of the JCCS Program.

Federal and state regulations and laws affecting JCCS students and families.

The community resources available to families of JCCS students.

ABILITY TO:

Learn, interpret, analyze, apply and explain laws and regulations to others.

Develop and make oral presentations to parents and groups.

Organize work activities.

Utilize a computer and associated software for word processing and recordkeeping.

Plan, schedule, arrange and facilitate meetings, activities and distribute a variety of brochures, fliers and other correspondence.

Establish and maintain rapport with those contacted in the course of work.

Communicate effectively orally and in writing.

Establish effective working relationship with individuals of varied cultural/ethnic groups.

Meet continuous deadlines in a fast-paced environment.

Demonstrate attendance sufficient to complete the duties of the position as required.

Complete routine tasks thoroughly, accurately and with attention to detail.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office/school setting. Incumbents may be required to work evening hours to accommodate training and advisory committee meetings, as well as, work throughout San Diego County as assigned. Incumbents must have reliable transportation to and from school and meeting sites.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

Established	Revised	Approved by the Personnel Commission	FLSA Status	Salary Range
08/2003	8/05, 9/06, 1/12, 6/13; 6/17	08/2003	Exempt	Classified Support 50