

JOB DESCRIPTION
August 2011

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

COMMUNITY LIAISON - EDUCATIONAL SERVICES
Bilingual (English/Spanish)

General Purpose:

A Community Liaison - Educational Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Community Liaison - Educational Services facilitates, implements, continuity of community alignment of activities, events, programs, and services that lead to student achievement, stronger families and healthier neighborhoods for the student and their families. Provides guidance to school, families, parents and pupils to enable positive participation in the school and improved learning outcomes for children. Works directly with parents, empowering them and their families to get the most out of the education opportunities available. Works with school, families, parents and pupils on prevention and early interventions activities by investigating and identifying the circumstances behind the area of concerns that trigger the involvement of specialist services and other agencies. Increases parental comfort levels within the school.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists schools in developing positive home-school relationships with families of selected at-risk youth.
- Acts as liaison to community based services in order to remove barriers to learning and support academic achievement.
- Supports peer mentoring models.
- Identifies community resources to support at-risk youth.
- Provides strategies to increase parent and community involvement.
- Recruits and supports school site community teams that include families and neighbors.
- Performs tasks for day to day oversight and coordination of activities.
- Plans and directs efforts to involve students, families, and neighborhood residents in community and school initiatives.
- Develops, maintains, and nurtures relationships with school's administration and staff, parents, family members, business partners, community partners, and neighborhood residents.
- Develops and maintains strong working relationships with key providers of services and programs.
- Facilitates meetings of partners at school sites for community family involvement.
- Develops program elements and strategies to improve school safety and health.
- Develops and implements short and long-term plans to increase student success at school using non-traditional and culturally appropriate approaches to problem solving.
- Provides families and students opportunities to learn additional skills to enhance students' academic success and parents' leadership and efficacy within the school environment.
- Supports parents and their children through transitions between Placer County Office of Education (PCOE) and district programs to ensure continual engagement and academic and social success.
- Assists parents in engaging with their child's learning by facilitating and arranging family learning opportunities at the school, such as English as a Second Language (ESL) and computer literacy classes.

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- Coordinates with community leaders and organizations for the purpose of building resources and expanding programs that support students and families.
- Translates written materials for the purpose of assisting students, teachers and parents in communicating effectively.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Bachelor's degree in social work education health, or related field preferred.

Experience:

- At least three years of experience working with regional/ local community based organizations, resources, and community development is preferred.

Knowledge, Skills and Abilities:

- Knowledge of community resources.
- Proven skills in leadership, group facilitation, coordination, marketing, data collection and evaluation.
- Ability to build community partnerships and maintain working relationships.
- Ability to work in a school environment and develop relationships with school leadership.
- Ability to demonstrate cultural sensitivity and work with a diverse group of people.
- Ability to adhere to school policies and procedures.
- Ability to organize, prioritize, and respond to deadlines while working on multiple tasks.
- Effective oral and written communication skills.
- Exhibits the ability to be a creative thinker and self-starter.
- Ability to maintain confidentiality.
- Ability to speak, read and write fluently in Spanish.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community.

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Physical Requirements:

- Mental acuity to assist in areas related to programs, interpret and implement rules relating to these programs, and make determinations relative to the effective performance of tasks.
- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Facility to drive an automobile.
- Facility to determine and differentiate colors.


Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt


Employee Group: Classified

Salary Grade: 27

Reviewed and Approved:

Supervisor: 

Date: 8/2/11

Human Resources: 

Date: 8/3/11