

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Parent Support Liaison	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Quality Assurance Office	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	046 OTBS
ISSUED:	August 7, 2007		

BASIC FUNCTION:

Act as a resource and liaison among central office staff, educational area school site staff, parents, and community members to resolve a wide variety of issues related to the educational program within a specific educational area; independently perform operational and technical duties related to parent engagement and department support.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from area to area. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Act as a resource and liaison among central office staff, educational area school site staff, parents, and community members to resolve a wide variety of issues related to the educational program within a specific educational area. **E**

Research, interpret, and explain district policies and procedures and Education Code. **E**

Act as an advocate for assigned schools; respond to parent complaints and participate in parent meetings; represent the district and/or department at meetings. **E**

Maintain ongoing, effective communication with parents, schools, community, and central office staff regarding school programs; develop and support parent outreach programs. **E**

Assist with administrative detail; conduct special studies and prepare narrative and statistical reports; maintain records. **E**

Assist in the development, evaluation, implementation, revision, and interpretation of policies, programs, and procedures. **E**

Coordinate and prepare material for department conferences, collaboratives, and study groups. **E**

Prepare or supervise the preparation of manuals, handbooks, and newsletters. **E**

Draft correspondence and write or screen information for the news media. **E**

Participate in the preparation, administration, and control of special projects activities. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of recent, related experience in a public contact assignment.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation may be required for some positions in this job class (mileage expense allowance provided).

Oral and written skills in Spanish or other foreign language may be required for designated assignments.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Socio-economic problems in the community.

Modern office procedures and methods.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with all levels of staff, students, and the public.

Demonstrate good judgment, tact, diplomacy, patience and courtesy.

Operate standard office equipment, including microcomputers and related software applications.

Prepare narrative and statistical reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work to meet schedules and time lines.

Maintain records; prepare reports and correspondence.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6509

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