



PITTSBURG UNIFIED SCHOOL DISTRICT

PARENT AND FAMILY LIAISON

CLASSIFICATION SPECIFICATION

The Parent Liaison serves as a liaison between the Pittsburg Unified School District and/or a specific school site and parents and families with regard to parent involvement activities. The Parent Liaison implements a comprehensive program to improve and increase parent involvement in education with an emphasis on the Common Core. The incumbent works to enlist and engage parents in school activities who are linguistically and culturally diverse. Under the direction of the Parent and Family Coordinator, the Parent Liaison supports and advocates for families by enlisting family engagement in student academic success; by working with families in identifying and achieving academic goals; by accessing support services; by developing training opportunities and facilitating positive communication with families, school and the district. The Parent Liaison creates authentic and diverse involvement opportunities for all families to contribute to their school community.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Help the school community develop a family-friendly school climate amongst staff, students and families.
- Develop programs and activities designed to engage families in improving student achievement and implementation of the Common Core.
- Support staff and families to develop strong academic partnerships.
- Enhance communication between families, school and the district.
- Develop and implement effective family involvement strategies to empower families as key decision makers in school governance committees such as: School Site Council & English Learner Advisory Council.
- Coordinate and support school wide governance council and committees.
- Promote and participate in school/ district activities and programs for families.
- Recruit partners to become part of the school's family involvement program.
- Organize, implement, coordinate and present family education workshops and training sessions.
- Prepare and disseminate newsletters and other school communication materials for school communities.
- Assisting in the preparation and dissemination of parent education materials.
- Contact individuals and groups to disseminate information and responding to questions and requests from school sites, parents, organizations and community groups.
- Develop volunteer activities at school site, including coordinating family leaders, room parents, volunteers, etc.
- Collect and evaluate the data of family involvement activities.
- Provide support resources and referrals to families as needed.
- Prepare monthly family engagement plans and maintain records on program activities.
- Maintain monthly log of family/community work at school site.
- Attend monthly professional development sessions, which are organized and led by central office.
- Prepare a report on monthly activities and goals to central office, school staff and community partners.

QUALIFICATIONS:

Utilizes knowledge appropriate to satisfy the duties listed above, including but not limited to familiarity with goals of the Board of Education, the LCAP Goals, the District's programs and projects, as well as rules and procedures.

Knowledge of:

- Skilled in using computer software, such as Word, Excel, and Outlook
- Use of correct English usage, spelling, grammar and punctuation
- Experience in the use of record keeping systems
- Prefer bilingual and biliterate in Spanish

Ability to:

- Communicate effectively, both orally and in writing, with staff and community in a multi-ethnic educational environment
- Ability to work with parents in multicultural programs and services
- Develop and maintain good working relationships with school staff, parents and the general public; and prepare accurate, concise data and materials
- Receive and give information over the telephone and/or in person in a courteous manner
- Communicate effectively with parents, students, staff and the general public
- Maintain records and prepare accurate records
- Understand and carry-out oral and written instructions
- Maintain cooperative working relationships with students, staff, parents and the general public
- Maintain consistent attendance
- Convey an understanding and patient attitude toward staff, students and parents
- Maintain the privacy of confidential information
- Visit homes, for purposes of building relationships
- Experience, understanding, and maintaining cooperative and effective relationships with persons of culturally and linguistically diverse backgrounds
- Perform all other duties as assigned

EDUCATION AND EXPERIENCE :

- High school diploma or GED required. Two (2) years of college-level coursework preferred, and/or combination of training and experience equivalent to one (1) year of progressively responsible experience which has provided the applicant with the required knowledge and abilities to successfully perform job duties.
- Possession of a valid Class C California driver's license
- Reliable personal transportation with proof of insurability to travel to various District sites and/or student homes
- Basic English usage, spelling, grammar, punctuation, and report and/or letter writing.

WORKING CONDITIONS:

- Good physical condition as determined by pre and post-employment inquiries and health reports.

TERMS OF EMPLOYMENT

Work year: 11 Months/238 Days

Salary: Range 30

Board Approved: September 23, 2015