



HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

FAMILY COMMUNITY LIAISON

Job Purpose Statement: The job of the Family Community Liaison is done for the purpose of strengthening home/school communication and parent involvement at schools with Title I, Title III, and similar programs by promoting parent education programs, maintaining records for parent involvement and home communication. This position is responsible for the recruitment of parents for District and school site committees such as the District Advisory Committee (DAC) and District English Learner Advisory Committee (DELAC). It also encourages participation and supports activities for school site officers.

Essential Job Functions:

- **Coordinates** parent participation in District and site activities to increase parent involvement and education
- **Educates** and informs parents and staff regarding District programs, resources, and academic issues
- **Facilitates** support programs to provide parent leadership in District and site projects
- **Maintains** communication (through a newsletter) with the foster youth, low income, and English learner parent populations to inform them of available resources
- **Participates** in trainings, conferences, meetings, etc. to recruit parents for meetings, classes, site, and District functions
- **Prepares** reports, newsletters, certificates, displays, correspondence, etc. to communicate with staff, parents, students, and the community
- **Recruits** parents and staff for leadership positions and participation in site or District advisory committees
- **Schedules** volunteers to provide support for identified activities

Other Job Functions:

- **Assists** other personnel, as needed, to support them in the completion of their work activities

Job Requirements - Qualifications:

Knowledge is required to perform basic math, including fractions, percents, and ratios; to read procedures; to write complex sentences and speak distinctly; and to solve practical problems and deal with a variety of concrete variables.

Skills are required to perform multiple basic non-technical tasks, with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills include applying pertinent codes, policies, regulations, and/or laws; communicating with persons of varied cultural and educational backgrounds; operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; and demonstrating keyboard/computer literacy.

Abilities are required to deal with a level of complexity of tasks that require significant flexibility with data and/or people; to coordinate others' schedules and/or activities; to practice discretion, independent action, and/or judgment when working with people; to determine uses and/or sources of data; and to interact with persons and/or agendas that frequently change. Specific abilities include meeting deadlines, adhering to schedules, and working under time constraints.

Responsibility includes leading, guiding, and/or coordinating. The resources required (people, equipment, facilities, and/or funding) to perform job functions are of a moderate scope, and moderate opportunity exists for significant impact (positive or negative) on the organization's mission.

Working Environment: The job functions are generally performed in an indoor environment, requiring the following significant physical abilities: reaching, handling, fingering and/or feeling; sensory speaking, hearing, and visual.

Educational Requirements: A high school diploma or equivalent is required.

Experience Requirements: Some job-related experience is a prerequisite. Appropriate second language fluency is desired.

Licensing, Certification, Testing Requirements: Fingerprint/criminal justice clearance; Tuberculosis clearance

Revised: 3/2017

Job Title Change via MOU & Board approved 1/8/2024