

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: July 20, 2005  
Revisions Approved: November 17, 2021  
Salary Schedule: 20; Row: 17

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: COMMUNITY LIAISON –BILINGUAL**

**JOB PURPOSE STATEMENT:** Under the supervision of the Assistant Superintendent of Educational Services and/or the Assistant Superintendent's designee, to support family engagement by providing effective communication between the school, the student's family, and appropriate public agencies to achieve a suitable climate for learning; to provide a variety of clerical and supportive tasks, and to do related work as required districtwide.

**JOB FUNCTIONS:**

- Builds and promotes POSITIVE relationships between home, school and community through networking and providing resources as needed for families to support their children's academic success.
- Assists certificated personnel by visiting student's homes to explain school programs, reinforces positive attitudes of parents and students toward school, learns of any home problems that may have a bearing on student accomplishment in school, and encourages student connection to school.
- Becomes familiar with resources provided by public and private agencies and informs parents and community members regarding those resources for the purpose of ensuring the needs of students and families are met
- Listens to complaints parents may have about school and advises parents as to proper channels for seeking redress of grievances
- Coordinates child care and child care providers for parent workshops, meetings and events.
- Attends District and County organized parent meetings, events, workshops, and conferences
- Establishes direct parent communications via email, mail, phone, fax, letters, or other means of communication including virtual meeting platforms.
- Assists parents in locating and enrolling in skill development courses (e.g. ESL classes, nutrition, computer training, etc.).
- Assists and/or organizes parent meetings, workshops and events (e.g. PELI, AAPAC, DAAPAC, DELAC, ELAC, PAC, and Coffee with the Principal).

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### JOB FUNCTIONS: (continued)

- Encourages parental school engagement by promoting attendance and participation in workshops, meetings, and events required by federal and state regulations, and aligned to the Local Control and Accountability Plan (LCAP).
- Coordinates with the Engagement Specialist in order to facilitate a smooth transition of information to schools.
- Maintain various confidential and non-confidential digital records and resources for the purpose of record keeping and documentation.
- Utilizes District approved social media platforms to communicate and promote events.
- Supports parents in accessing and utilizing school related technology.
- Designs and creates digital flyers, posters, and banners.
- Distributes marketing materials such as flyers, brochures and posters by using current software and district resources (e.g. Peachjar and Blackboard) to keep families connected to school.
- Coordinates and prepares a room to host an event, which may include moving tables and chairs
- Supports District level programs related to family and/or community engagement.
- Works flexible hours for parent meetings, functions and events held at night on a regular contracted day, and some Saturdays.
- Possesses the capability to work independently or on a team
- Performs other related duties as assigned or needed.

### **ABILITY TO:**

- Uses Spanish and English clearly and distinctly in both written and verbal form with correct grammar, punctuation and spelling
- Demonstrate excellent listening and organizational skills
- Understands and carry out oral and written instructions
- Interpret for parents at a family and/or community engagement event.
- Demonstrates patience, empathy, and a liking for people.
- Demonstrate clerical, computer, and data management skills.

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- Demonstrate initiative to expand knowledge and ability to perform assigned duties
- Coordinate set-up and/or set-up a room to host an event. (e.g. connecting technology and providing refreshments, resources, and hospitality as necessary)
- Demonstrate the knowledge of current business platforms and productivity and collaboration tools (e.g. Calendar, Slides, Docs, Spreadsheets etc.)

### **PHYSICAL ABILITIES:**

- Visual ability to read handwritten/typed documents and the display screen of various office equipment and machines.
- Able to hear normal range verbal conversation (approximately 60 decibels).
- Able to sit, stand, stoop, kneel, squat, bend, lift (10 pounds), carry (10 pounds), push/pull (10 pounds), climb, and walk.
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee.
- Able to demonstrate manual dexterity necessary to operate a computer and other office equipment in a safe and efficient manner.

### **JOB QUALIFICATIONS:**

#### **Education**

- High School Diploma or General Education Diploma.

#### **Experience**

- Experience in dealing with school age children and the community is desired

#### **Licenses, Certifications, Bonding, and/or Testing.**

- Computer skills to effectively perform the job functions.
- Valid driver's license
- TB Clearance
- Drug/Alcohol Clearance
- Criminal justice fingerprint clearance