



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Home/School Liaison	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Student Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 37

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform liaison duties between administrators, personnel, parents and the community; refer families to local agencies or school services as appropriate; prepare and maintain related records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform liaison duties between administrators, personnel, community resources, agencies and parents; communicate with parents regarding student performance including attendance, behavior, academic achievement and other related issues
- Provide information and materials to parents to assist them in utilizing community or school services and resources; refer families to local agencies or school services as appropriate; schedule parent meetings and coordinate translation services and/or translate as required by position; prepare and maintain related records and reports
- Make home visits to acquire information and discuss school-related problems such as absenteeism, illnesses, behavior problems and other matters
- Serve as advocate for English Learner (EL) students and parents; coordinate and administer annual exams for the EL program; organize EL advisory committee meetings; prepare EL files
- Provide support to students in areas of testing and college application processes
- Determine need for tutors and assist students with locating tutors; create tutor schedules
- Operate a variety of office equipment including a telephone, calculator, fax machine, computer and assigned software; operate translating audio equipment; drive a vehicle to conduct work
- Perform a variety of clerical duties including keyboarding, answering telephones, duplicating materials and preparing correspondence; prepare and maintain a variety of records and reports related to program activities

- Inventory, order, receive and distribute materials, supplies and equipment
- Participate in planning end-of-year celebrations and field trips
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community resource organizations including various federal, State and local agencies

Community and human relations

Organizational operations, policies and objectives

Record-keeping and report preparation techniques

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Telephone techniques and etiquette

Policies and objectives of EL and other school programs and activities

Operation of a variety of office and instructional equipment including a computer

ABILITY TO:

Perform liaison duties between administrators, personnel, parents and the community

Communicate effectively both orally and in writing

Operate a computer and a variety of office equipment

Learn, apply and explain policies, procedures, rules and regulations

Work independently with little direction

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

Prepare and maintain files, records and prepare reports

Read, interpret and follow rules, regulations, policies and procedures

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years' experience working with community services, public relations or related activities

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment

Driving a vehicle to conduct work

Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Sitting for extended periods of time

Hearing and speaking to exchange information in person or on the telephone

Seeing to read a variety of materials

HAZARDS:

Contact with dissatisfied or abusive individuals

Exposure to blood borne pathogens and infectious diseases