



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

### **FAMILY & COMMUNITY OUTREACH LIAISON**

#### **JOB SUMMARY**

Under the direction of a Principal or designee, serve as a liaison between parents, students and the community; provide information regarding school or district programs, procedures, activities, rules and regulations; coordinate with administration and school staff to plan, develop, implement and evaluate parent education programs perform other related duties as assigned.

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

1. Work with parents and school staff to facilitate the mutual exchange of information and increase family participation in the students' educational experience;
2. Participate in the identification of barriers to learning; assist parents with applications for services and transportation; make referrals to school administrators and community agencies as appropriate;
3. Collaborate with school administrators to plan, develop, implement, evaluate parent and student programs; Prepare quarterly reports;
4. Plan, assist and publicize in parent orientation and parent education activities related to specific consolidated programs; facilitate parenting classes as assigned;
5. Assist with surveys related to parent engagement assigned activities;
6. Establish liaison with parents through personal contact or by telephone providing or obtaining information that will assist teachers and to promote positive home/school relationships and help implement a variety of parent education and orientation programs;
7. Create, manage, implement, and monitor school's volunteer program; Mentor parent leaders and parent ambassadors;
8. Assist in helping parents to keep apprised of school curricula, programs, and other activities;
9. Encourage parent participation at parent advisory committees; PTA/PTO family engagement opportunities, workshops, meetings, and school-related activities and assist them in their role as parent representatives;
10. Work with parents and community at large at establishing and improving public relations;
11. Serve as an extension of the Wellness and Community Outreach Center; Assist with the marketing, planning, and execution of events;
12. May greet students, staff, or other callers and either furnish the desired information or refer caller to proper authority or arrange an appointment;
13. May participate in local community coalitions to increase understanding of local resources and activities;
14. May work with school counselor/school psychologist, PBIS Specialist and other school staff to develop parent training based on the needs of the school;
15. May serve as an interpreter or translator for parents and school staff as needed and for school communications;
16. May assist the school in obtaining, transmitting, and organizing school records;
17. May type and prepare a variety of general correspondence such as letters, reports, announcements, and memoranda;
18. Assist with other activities related to parental involvement to improve student achievement;
19. Perform other related work as may be required.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

1. Practical principles of relationships and communication techniques;
2. Procedures, methods, techniques and strategies utilized in the developments of a family and community outreach liaison;
3. Community resources related to children and parental needs;
4. District mission and visions, goals and educational objectives of public education;
5. Modern office procedures and practices including complex filing systems, receptionist telephone techniques, and software programs;
6. Office machines and equipment including the use of a computer;
7. Correct English usage spelling, grammar, and punctuation;
8. Applicable state laws, district policies, procedures and other regulations governing the program or area of assigned responsibilities.

#### **Ability to:**

1. Communicate and establish positive relationships with school staff, families, and community members;
2. Effectively speak before various groups on behalf of the school and district;
3. Understand and follow oral and written directions;
4. Establish and maintain effective working relationships with those contacted in the course of job duties;
5. Respond appropriately to direction and changes in the work setting;
6. Exercise leadership in integrating school and community relations;
7. Understand the operation of the school district;
8. Work effectively in a diverse setting;
9. Prioritize job duties and maintain appropriate work pace;
10. Work independently with minimum direction;
11. Manage multiple tasks;
12. Learn and utilize new and current technologies;
13. Type or keyboard at a net corrected speed of 45 words per minute;
14. Maintain accurate records and prepare reports as assigned;
15. Meet schedules and timelines;
16. Work confidentially with discretion.
17. Access and use District-adopted web-based systems.

### **EDUCATION AND EXPERIENCE**

**Education:** Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

**Experience:** Two (2) years of experience performing increasingly responsible clerical duties; previous experience working in a school or public agency with duties that emphasize the development of relationships and/or community outreach programs is highly desirable.

### **REQUIRED LICENSES AND/OR CERTIFICATES**

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job duties and responsibilities listed above.

**Physical Demands:** Sit (continuously), stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities within close reach, such as keyboard, mouse, handwriting and file management (continuously); sit for prolonged periods of time, lift/carry office supplies up to 10 pounds (occasionally); carry on normal speech and hearing activities.

**Working Conditions:** Indoor school office setting; exposure to usual school office noise. This position may require working outside of school office hours.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

**EMPLOYMENT STATUS**

Classified Bargaining Unit Position  
Range 30  
10 Month Work Year

June 2023