

COMMUNITY LIAISON AIDE

DEFINITION

Under the general supervision of an Administrator, Principal, or the Director of Special Programs, provides a communication link between the community and the school; interprets District policy, regulations, program goals and objectives; assists in the planning, organization and coordination of a parent volunteer service program; performs other related duties as required and/or assigned.

ESSENTIAL DUTIES

- < performs a variety of services as a communication link between the school and members of the educational community, some of whom may have language and/or cultural differences
- < assists parents and community members in understanding program goals and objectives; enlists their support and involvement in the educational process
- < performs follow-up functions and activities that may involve student attendance, welfare and other child-related problems; follows school/site procedures and provides all related documentation as necessary
- < assists in creating a greater understanding of educational objectives, procedures, issues and concerns
- < provides oral and written translation and interpretative services
- < participates in confidential and sensitive conferences with members of the educational community
- < performs home visits to ensure appropriate communication; assists parents and other educational community members to enhance their awareness of youth and community services
- < assists in planning, organizing and coordinating advisory committee activities and parent volunteer service and training programs
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