

PARENT ADVOCATE – FAMILY LIAISON

Purpose Statement

The job of Parent Advocate – Family Liaison is done for the purpose/s of facilitating administrative processes; ensuring operation in compliance with county, state and/or federal requirements; providing information on services available to eligible students and families; conveying information regarding school and/or district activities and procedures; translating written and/or verbal communication; establishing and coordinating extracurricular activities for students and families of the Dual Immersion Program; and referring families to other agencies.

Essential Functions

- Acts as a liaison between school district and parents/students for the purpose of facilitating access to information about the program, district policies, and community services and programs.
- Assesses parent and student needs (e.g. bilingual computer/technology program, social events, parent education programs, etc.) for the purpose of developing an action plan to ensure student success in the dual immersion program and the District.
- Assists parents in locating and enrolling in skill development courses (e.g. ESL classes, nutrition/cooking, computer training, etc.) for the purpose of promoting parental effectiveness and student achievement.
- Maintains a variety of records (e.g. program participation, progress, referrals, etc.) for the purpose of providing required information and/or documentation.
- Orients students, families and volunteers for the purpose of establishing familiarity with program, services, and required processes.
- Participates in workshops, meetings, community teams, etc. for the purpose of receiving and/or presenting information related to family and child support services.
- Prepares written materials (e.g. parent surveys, log of parent advocate activities, grant proposals, reports, memos, letter, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to inquiries for the purpose of providing information and/or direction.
- Translates verbal communication for the purpose of facilitating communication between students, parents, teachers and administrators.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Recruits parent volunteers for the purpose of assisting in program activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: fluency in target language.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups in a manner that makes them feel welcome and included rather than alienated and intimidated; maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area recommended

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Education/Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Salary Grade

Classified 14