



### **Inst Asst 3 / Parent Liaison**

#### **Purpose Statement**

The job of Inst Asst 3 / Parent Liaison is done for the purpose/s of providing support to the instructional program, under the direction of the District Social Workers, with specific responsibilities for assisting with the coordination and maintenance of information and services for the District Disciplinary Screening Committee; attending District Disciplinary Screening Meeting; providing information to parents and students regarding programs, procedures, policies, and services; documenting student involvement with the District Disciplinary Screening Committee, and fostering an an ongoing partnership between the home and school.

This job is distinguished from similar jobs by the following characteristics: Spanish speaking preferred.

This job reports to District Social Workers

#### **Essential Functions**

- Assists the District Social Workers and the Department of Student Services (e.g. scheduling, copying, translation, home visits, student meetings, etc.) for the purpose of contributing to an efficient work unit.
- Assists students, staff, teachers, parents and community members (e.g. applications for services, interpreting technical information, etc.) for the purpose of providing and/or conveying information and/or services.
- Attends meetings as needed (e.g. district screening, parent teacher conference, parent student meeting, school team meetings, etc.) for the purpose of conveying an/or gathering information required to assist district staff.
- Communicates biweekly with parents/guardians, by phone or in person, (e.g. attendance and homework issues, available programs/services, paperwork, translation, behavior interventions, progress reports, etc.) for the purpose of ensuring the ongoing partnership between the home and school in order to maximize the success of at-risk students.
- Completes assignments from the District Disciplinary Screening Committee for the purpose of ensuring appropriate coordination of services and adequate parent/guardian communication.
- Confers with a variety of individuals in person, by phone, or via e-mail, (e.g. teachers, parents, social workers, advocates, psychologists, student services secretary, community agencies, etc.) for the purpose of assisting with the evaluation of student progress and/or the implementation student objectives.
- Documents all student and family involvement with the District Disciplinary Screening Committee for the purpose of ensuring accurate records, appropriate follow-through, family support, and completion of student goals.
- Facilitates the recommendations of the screening committee (e.g. referrals to outside agencies, medical professionals, counselors, foundations, charities, etc.) for the purpose of maximizing the success of at-risk students and their families.
- Gathers data from the screening committee (e.g. reasons for student referral, student background information, previous or current services, requirements and/or requests for mainstreaming or termination of probation, etc.) for the purpose of resolving issues, maximizing success, and/or preventing conflicts.

- Maintains a variety of confidential and non-confidential manual and electronic (Powerschool) lists and records (e.g. Family/Home Assessments, Alternative Placement Plans, student case files, student District or Juvenile Court reports, phone logs, re-screening summaries, progress reports, student and parent recommendations, etc.) for the purpose of documenting activities, providing information to the district and/or family, monitoring progress, and ensuring completion of student goals.
- Monitors student progress biweekly through Powerschool or by phone (e.g. attendance, behavior, grades, etc.), etc.) for the purpose of providing feedback to district personnel and support for students and families.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information, support, and/or direction.
- Visits families and students in their homes, under the direction of the school social worker, for the purpose of assessing situations, solving problems, improving communication, providing information, identifying resources, providing referrals, and/or assisting with other family needs.

### **Other Functions**

- Coordinates with community leaders and organizations for the purpose of building resources and expanding program capabilities.
- Identifies at risk students for the purpose of providing support and referrals to ensure student progress and ongoing involvement of family members in the educational process.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and utilizing standard office equipment including utilizing pertinent software applications .

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources and principles of a community services program; and concepts of grammar and punctuation; problem-solving skills .

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with a variety of groups; maintaining confidentiality; setting priorities.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. 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.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ. / Training**

Occasionally as needed to perform changing essential functions of position

**Certificates and Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

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