

## PARENT AND FAMILY RESOURCE LIAISON

### DEFINITION

Supports a program or a Parent and Family Center of a school by providing information to parents and families and scheduling, coordinating, organizing, presenting, and participating in various parent and family workshops, orientations, and training programs.

### TYPICAL DUTIES

- Organizes, coordinates, schedules, and presents parent and family education classes, trainings, and workshops in topics that support student success such as, but not limited to, the school volunteer program, Parent Portal, and the School Experience survey.
- Participates in training and workshops with Regional Parent and Family Engagement staff.
- Assists in preparing and organizing workshop and training materials.
- Assists in planning school activities and transportation needs for activities such as field trips to colleges and universities, parent conferences, open houses, Back-to-School Nights, recognition activities, and community meetings.
- Assists in arranging for volunteers, speakers, subject matter experts, discussion leaders, or masters of ceremonies for parent and family engagement activities.
- Answers telephones, types memos, and creates forms, flyers, and brochures.
- Keeps track of inventory of forms, office supplies, and equipment.
- Maintains various records and files.
- May assist parents and families with issues such as health coverage for children, social services, and basic needs such as food, clothing, and transportation.
- May maintain routine bookkeeping records.
- May assist in securing childcare services for parents and guardians attending the parent and family education classes.
- May attend community meetings, recruit parent and family volunteers, and develop and conduct parent and family satisfaction surveys.
- May transport meeting materials.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Parent and Family Resource Liaison maintains a program or a Parent and Family Center of a local school by providing various resources and information to parents through workshops, orientations, and trainings.

A Parent Community Facilitator assists the certificated administrator in the organization of meetings and acts as a resource to parents and District staff regarding the Court-ordered Integration Program and categorical programs.

A Parent and Family Resource Assistant assists in maintaining a parent/family-school program of a local school or office. A Parent Resource Assistant (Armenian Language), (Korean Language), or (Spanish Language) performs the same duties as a Parent Resource Assistant in a position that requires fluency in Armenian, Korean, or Spanish.

## SUPERVISION

General supervision is received from a certificated employee or an administrator. Work direction may be exercised over lower-level clerical staff and parent volunteers. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Los Angeles Unified School Districts academic and parent and family assistance programs
- Pertinent issues affecting local schools
- Basic training methods and techniques
- Basic English composition and arithmetic
- Office practices and procedures
- Operation of various office machines
- Apple or Microsoft Windows operating systems and Office Suite programs

### Ability to:

- Understand, interpret, and apply pertinent laws, rules, regulations, and procedures
- Organize files and keep accurate records
- Work effectively with employees, students, and the public
- Address large groups of students, parents, community members, and administrators
- Operate and use a computer and software programs
- Communicate effectively orally and in writing

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

160 hours of paid experience or verifiable volunteer experience in a parent or community center of a public school or other parent/community involvement program.

### Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

- Willingness to work irregular hours.
- Ability to speak, read, and write in a language other than English may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition is reasonably related to existing duties.

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