

JOB DESCRIPTION

Job Title: *Parent Liaison/Secretary (6838)*

Job Summary:

The job of Parent Liaison/Secretary was established for the purpose/s of providing parent/teacher/student support and to increase parent involvement and communication under the supervision and direction of the principal. This position requires proficient data entry experience using a computer and several computer software applications and calls for multi-tasking abilities. This position also requires heavy phone contact and public interaction. Bilingual in Spanish and English is preferred.

Essential Functions:

- ▶ Assists other personnel as needed for the purpose of supporting them in the completion of their work.
- ▶ Generates reports for the purpose of maintaining school attendance requirements and monitoring student data.
- ▶ Inputs/Monitors daily attendance reports for the purpose of contacting parents, maintaining school attendance requirements, and monitoring student information.
- ▶ Inspects/Files/Retrieves/Shelves materials for the purpose of providing a high standard of academic excellence to students.
- ▶ Listens to parent concerns and complaints for the purpose of resolving their complaints by providing them with readily accessible information and support.
- ▶ Maintains effective group and individual behavior for the purpose of developing standard objectives for students.
- ▶ Maintains records of parent and school contacts and appointments for the purpose of gathering accurate information and data for supervisors.
- ▶ Observes/Directs students for the purpose of maintaining proper conduct and self-discipline.
- ▶ Plans/Organizes/Facilitates teleparent communication and meetings for the purpose of increasing parent knowledge.
- ▶ Prepares handouts and information to be posted on the website for the purpose of increasing parent knowledge.

Skills, Knowledge, and/or Abilities Required:

- ▶ **Skills to:**
 - type at a speed of 50 net words per minute;
 - perform clerical work requiring independent judgement, accuracy and speed;
 - use office equipment such as a copier and a personal computer;
 - be proficient in manipulating data;
 - organize materials.
- ▶ **Knowledge of:**
 - spreadsheet software;
 - Microsoft Office Suite including Excel;
 - Aeries student academic data entry software.
- ▶ **Ability to:**
 - maintain accurate records;
 - maintain the website;
 - use proficient etiquette when dealing with the public;
 - effectively interact and communicate with students, parents, teachers and administrators;
 - multi-task; follow oral and written instructions;
 - learn quickly;
 - work flexible hours;
 - travel, locally, and out of county using own vehicle.

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the organization's services. 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 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience with increasing levels of responsibility is desired.

Education Required:

- ▶ High school diploma or equivalent.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Typing certificate verifying 50 net words per minute.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

March 2011

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.