

LIAISON AIDE  
LIAISON AIDE (RESTRICTED)

DEFINITION

Assists administrators and other employees with merging of students into receiving schools by helping to solve individual problems of attendance, behavior, and attitude.

TYPICAL DUTIES

- Advises school personnel regarding possible solutions to student behavior problems that occur on buses, at bus pick-up points, and in schools.
- Contacts parents in sending-school areas to discuss behavior, attendance, and other student problems.
- Discusses classroom behavior and social adjustment problems with individual students and parents, as requested by school personnel, and suggests solutions.
- Transports students who must be returned to their homes because of illness or emergencies.
- Assists with the organization of transportation for parents to attend meetings in receiving areas.
- May direct students and others and take action, as necessary, to prevent injury to persons or damage to property.
- May discuss with student groups the concerns of busing, acceptance of students from other areas, and orderly merging of students bussed to the school.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Liaison Aide assists administrators and other employees with the merging of students into receiving schools by helping to solve problems of attendance, behavior, and attitude.

A Counselor Aide assists certificated employees with student counseling and guidance services involving educational planning, career guidance, and personal adjustment, including follow-up guidance activities.

An Education Aide III assists a teacher or other certificated employee in conducting instructional activities, providing student services, modifying student behavior, and communicating with parents. Assigned duties involve assisting in instructional reinforcement activities with students.

SUPERVISION

Supervision is received from a certificated employee. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Safety rules and procedures to be observed by students
- Appropriate standards of courtesy and behavior expected of students
- Vocabulary and usage of terms common to youth of various ethnic groups

Ability to:

Establish positive, effective relationships with individual students and groups  
Communicate effectively by phone and in person with parents and students  
React quickly and appropriately in emergencies  
Prepare clear and accurate written reports

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college courses in human relations, child growth and development, or psychology.

Experience:

One year of experience in working with students, school personnel, and parents in an education program involving students of various ethnic backgrounds.

Special:

A valid California Driver License.

A review of a candidate's driving record that shows a total of five or more points for violations and/or accidents will result in disqualification or being withheld from the eligibility list.

Use of an automobile.

Ability to speak a language other than English may be required for some positions.