

## SENIOR LIAISON AIDE

### DEFINITION

Assists administrators by providing support to various programs in the Student Integration Services Unit and provides assistance and training to Liaison Aides assisting administrators, parents and other District employees with the merging of students into receiving schools.

### TYPICAL DUTIES

Acts as a resource person and mentor to Liaison Aides.  
Provides orientation and training to Liaison Aides.  
Reviews forms completed by Liaison Aides.  
Explains Magnet program eligibility criteria, application deadlines and procedures to parents and administrators and other District employees.  
Assists school administrators with the preparation of transportation forms.  
Processes Magnet program applications.  
Issues and makes arrangements for the maintenance of department vehicles.  
Distributes information and applications for participation in the Magnet Program.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Liaison Aide assists the Associate Superintendent, Specially Funded and Parent/Community Programs Division by providing procedural support to the various programs in the Student Integration Services office and acts as a central contact and resource person to Liaison Aides in the field.

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.

### SUPERVISION

General supervision is received from the Associate Superintendent, Specially Funded and Parent/Community Programs Division and/or the Coordinator of Student Integration Services. Work direction is exercised over Liaison Aides.

### CLASS QUALIFICATIONS

#### Knowledge of:

Rules, regulations and policies relating to Student Integration programs and activities  
Orientation and training methods  
Office practices and procedures  
Principles of training

Ability to:

Communicate effectively by phone and in person with District personnel, parents and students  
Give work direction to and train Liaison Aides  
Speak effectively to large groups  
React quickly and appropriately in emergencies  
Write clear and concise correspondence and 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:

Three years as a Liaison Aide for the Los Angeles Unified School District.

Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.