

## PARENT RESOURCE LIAISON

### DEFINITION

Assists in providing support to a program or a parent or community center of a school or office by providing information to parents and the public and coordinating, organizing, and participating in various parent workshops, orientations, and training programs.

### TYPICAL DUTIES

Organizes, coordinates, and schedules parent education classes and workshops.  
Participates in training and workshops and/or presents approved information in topics such as effective home-school communications, effective parenting, basic computer skills, nutrition, physical health, testing, high school graduation requirements, and other LAUSD programs.  
Assists in preparing and organizing workshop and training materials.  
Liaises with parents and District staff regarding individual student transportation program needs.  
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.  
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 with issues such as health coverage for children, social services, immigration, 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 education classes.  
May attend community meetings, recruit parent volunteers, and conduct parent satisfaction surveys.  
May transport parents, staff, and meeting materials.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Parent Resource Liaison assists in maintaining a program or a parent or community center of a local school or office by providing various resources and information to parents through workshops and training.

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 Network Liaison Coordinator provides training and acts as a resource to parents and District staff, including Parent Community Facilitators, regarding the Chanda Smith Consent Decree.

### 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 District's academic and parent 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
- Microsoft Windows operating system or Macintosh/Apple operating system

### 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
- 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 California Driver License.  
Use of an automobile may be required for some positions.

## 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. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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