

PERSONNEL

COMMUNITY / HEALTH LIAISON

Salary Schedule 5 Range 3.5

DEFINITION

Assists Secretary II in public relations endeavors; assists participating students and their parents with their educational needs. Administers basic first-aid and health services; assists with front office duties.

EXAMPLES OF DUTIES

Assists participating students or their parents in public relation matters; writes and distributes late student passes; administers medication to students; provides basic first-aid services to children; assists in lice checks; notifies parents of child's illness or injury; assists school nurse in follow up immunizations and first grade physicals; prepares student accident reports; gathers student records ordered by court; forwards student records of transferring students; assists in activities assigned in the annual written plan; provides health and welfare services to program participants or their parents; provides transportation to students when needed; performs other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar and punctuation;
- The general needs and behavior of children, parents and community;
- Techniques and methods of youth supervision;
- Knowledge of school policies and practices;
- Enthusiasm for and commitment to assigned tasks;
- Work and communicate effectively with parents, students and staff members;
- Possess a valid California driver's license.

Ability to:

1. Establish and maintain cooperative and effective working relationships with adults and children.
2. Perform a variety of routine clerical work.
3. Understand and follow oral and written directions.
4. Operate office equipment.
5. Analyze situations accurately and adopt an effective course of action; establish and maintain the confidence and cooperation of persons contacted in the course of the work.
6. Work with students tactfully and courteously in situations requiring diplomacy and firmness.
7. Must be able to deal with conflict situations and hyperactive students.
8. Must be able to observe confidentiality of records and situations.
9. Must possess a positive attitude towards children.
10. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

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|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

- 3 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 2 i. Ability to reach all directions.

PERSONNEL
COMMUNITY / HEALTH LIAISON (continued)

Experience:

Some work experience involving contact with children in an educational setting.

Education:

Formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance, equivalent to completion of the twelfth grade.

Adopted: January 9, 1996
Revised: April 6, 2005
Revised: January 9, 2018