

# *OXNARD UNION HIGH SCHOOL DISTRICT*

## **COMPENSATORY EDUCATION PARENT LIAISON**

### **BRIEF DESCRIPTION OF POSITION:**

The Compensatory Education Parent Liaison will work under the direct supervision of the Director of Compensatory Education. The major activities of the Parent Liaison are to carry out school/home activities required by the No Child Left Behind Act, especially those addressing parent involvement as defined by the California Parent Center curriculum and other related sources. This is a part-time categorically funded position with work hours during the school year.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Communicates with families about school academic support programs and student progress including California High School Exit Exam (CAHSEE) and Graduation requirements, promoting effective school-to-home and home-to-school communications at school sites and at the district office with regularly scheduled meetings throughout the school year.
2. Improves recruitment and training to involve families as volunteers and audiences at the school or in other locations to support students and school programs.
3. Assists families with parenting and child-rearing skills, understanding child and adolescent development, and setting home conditions that support high school students. Assist schools in understanding families.
4. Supports families as participants in school decisions, governance, and advocacy through parent organizations, school councils, committees, action teams, and other organizations.
5. Involves parents with their children in learning activities at home, including homework, other curriculum-related activities, with Adult School parent English as a Second Language classes, and with other extended learning opportunities.
6. Disseminates information regarding community resources and health and social services for students and families.
7. Coordinates and organizes parent meetings and activities as related to the position, both at OUHSD sites and community friendly locations.
8. Assists in communicating Migrant Education program and state health services for maximum use by the children and their families within the district.
9. Performs tasks such as conducting program surveys and other statistical reports as required
10. Attends workshops and conferences to update educational guidance and group facilitating skills.
11. Maintains a daily log of activities.

12. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Migrant Education and English Language Learner programs.
- Community agencies and familiarity with community.
- OUHSD course offerings, graduation requirements, student academic or multiple measures data.
- Office terminology, procedures and equipment.
- Demonstrated ability to communicate orally and in writing in English/Spanish.

Ability to:

- Work varied hours, weekends, and nights, as needed/required up to 20 hours per week.
- Work effectively with parents, teachers and students.
- Use basic computer skills.
- Perform arithmetical calculations.
- Meet and deal tactfully with the public, staff and students.
- Follow school and district policies and procedures.
- Follow oral and written directions.
- Develop facilitator skills.
- Provide own transportation.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree or equivalent and passing score on CBEST. Teaching credential desirable.

**PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks. Physical effort is light to moderate with frequent periods of standing or walking. Limited handling of lightweight parcels or office supplies is also required.

**WORKING CONDITIONS:**

Must be able to work varied hours, weekends and nights, as needed and/or required. School office environment with significant community outreach. This position is part-time and continuation is contingent upon the availability of categorical funds and the continued success of the program. This is a 10 month position.

*Approved 8-23-06*