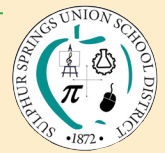


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

COMMUNITY LIAISON

DEFINITION

Under supervision, to plan, develop and implement recruitment and inservice training for community volunteers; to create schedules and keep records of volunteer activities; to recruit community businesses to sponsor awards; to assist the school office staff with general clerical duties.

CLASS CHARACTERISTICS

Positions assigned to this class are characterized by the ongoing operation of a volunteer program. Incumbents recruit, train and schedule community and student volunteers; organize volunteer appreciation and other events; and recruit local businesses to provide awards and other support. Incumbents also provide support to school office personnel as needed.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Plan, develop and implement recruitment and inservice training for community volunteers; recruit local businesses to provide awards; visit classrooms to recruit student volunteers; sign up teachers who would like student volunteers.

Plan and create bulletin boards and other promotions; prepare awards for student assemblies; keep records of all students receiving awards; organize volunteer appreciation events; prepare and distribute appreciation certificates and recommendation letters for student volunteers; prepare award folders for teachers.

Prepare and distribute correspondence and flyers regarding ongoing volunteer recruitment, clubs, yard duty and library duty; copy and distribute volunteer program evaluation surveys, record data and report results to principal and teachers; organize and keep records of all volunteers and set up schedules; keep staff informed of volunteer activities and/or needs.

Assist school office personnel with telephone coverage, textbook distribution, mail distribution, basic first aid, meeting student needs, and various general office duties.

Attend various meetings and training sessions.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, grammar, and punctuation.

Oral and written communication skills sufficient to listen, understand and effectively respond to the needs of students, teachers, parents and others.

Operation of standard office equipment including a computer.

Basic record keeping techniques.

Ability to:

Communicate effectively with students, volunteers, parents and staff.

Plan and develop volunteer service programs.

Conduct orientations, meetings and special events.

Learn and adapt to new procedures and conditions.

Perform routine clerical work.

Prepare and maintain accurate records, schedules and other files related to the volunteer programs.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is experience working at a school as an instructional assistant, a clerical worker, or a volunteer.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)

Read normal print

To perform tasks such as to:

Read a computer screen; review teacher requests

Hearing: (which may be corrected)

Hear a telephone

Hear speech in a classroom setting

To perform tasks such as to:

Recruit community volunteers

Respond to questions during meetings

Speech:

Speak with a level of proficiency and volume to be understood in face-to-face public contact

Speak with a level of proficiency and volume to be understood in a classroom and to speak for prolonged periods

To perform tasks such as to:

Communicate with volunteers and students

Conduct training and orientation meetings

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hand at wrist and elbow, extend arms to reach outward and

upward, use hands and arms to lift objects

Turn, raise, and lower head, twist and bend at torso

Lower Body Mobility:

Walk on even surfaces

Climb stairs

Bend at waist

Stoop

Strength:

To lift, and/or carry objects which weigh as much as 25 pounds on a regular basis

Environmental Requirements:

Constant work interruptions

Work independently

Work cooperatively with others

Work inside

Mental Requirement:

Read, write, understand, interpret, and apply information at 12th grade proficiency level

Math skills at a 12th grade proficiency level

Copying

Coordinating

Judgment and process information quickly

Learn quickly and follow verbal procedures and standards

Listen

Demonstrate

Give verbal instruction

To perform tasks such as to:

Operate office equipment; write with pen or pencil; type schedules; lift and move boxes of materials

Use a computer; shelve on lower shelves; and respond to emergencies

To perform tasks such as to:

Work in a school office setting

Walk to classrooms; follow disaster plan (some positions)

Pick up materials

Reach lower shelves; assist students

To perform tasks such as to:

Lift boxes of materials

To perform tasks such as to:

Work in a school office environment answering telephones and student requests

Coordinate the volunteer program

Coordinate activities with teachers and staff

Perform all office duties

To perform tasks such as to:

Correspond with community businesses, parents and teachers orally and in writing

Maintain accurate records

Document information and maintain records and schedules

Set up projects, meetings and other events

Make quick decisions and work safely and effectively with students; assign volunteers to suitable work

Assist with school office duties when needed;

following spontaneous instructions; follow

instructions in emergency; follow child abuse reporting procedures

Understand student and staff questions

Conduct volunteer training sessions

Instruct volunteers and students