



**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

Classified application available @ www.orcutt-schools.net
Departments, Human Resources, Documents, Application for Employment,
Application for Employment - Classified

July 28, 2022

<u>POSITION:</u>	COMMUNITY LIAISON 6.0 hours per day
<u>SALARY:</u>	\$17.07 - \$21.78 per hour
<u>QUALIFICATIONS:</u>	See job description
<u>LICENSES & CERTIFICATES:</u>	Valid California Driver's License
<u>TO APPLY:</u>	Submit an application (if one is not on file with the Human Resources Department) and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
<u>APPLICATION DEADLINE:</u>	Until filled
<u>INTERVIEW:</u>	Selected applicants will be notified

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

CLASS TITLE: COMMUNITY LIAISON

BASIC FUNCTION:

Under the direction of an assigned supervisor, serve as liaison between school and parents; communicate with parents and provide a variety of information related to school attendance, school programs, activities, and events; verbally translate materials and information in a designated second language.

REPRESENTATIVE DUTIES:

Serve as liaison between school and parents; promote parent involvement in school activities; develop channels of communication between the school, family and relevant community agencies; maintain communication with parents by telephone, mail and home visits; serve as interpreter of information related to students' progress, attendance, school events, activities and programs; provide school staff with information obtained from home contacts and visits; attend a variety of meetings related to program activities; and perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community resource organizations including various federal, state and county agencies;
Oral and written communication skills in a second language;
Interpersonal skills using tact, patience and courtesy;
Telephone techniques and etiquette.

ABILITY TO:

Perform liaison duties between school and parents;
Conduct interviews for the purpose of providing and obtaining information;
Speak, read and write designated second language as assigned;
Understand and follow oral and written directions;
Establish and maintain effective working relationships with others;
Analyze situations accurately and adopt an effective course of action;
Maintain records and prepare reports;
Communicate effectively both orally and in writing;
Observe legal and defensive driving practices;
Read, interpret and follow rules, regulations, policies and procedures;
Work effectively in multi-ethnic setting;
Work independently.

EDUCATION AND EXPERIENCE:

Graduation from high school with bilingual, multi-cultural and biliterate background in designated language.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Office environment and in the community;
Driving a vehicle to make home visits;
Constant interruptions;
Adverse weather conditions.

PHYSICAL ABILITY:

Hearing and speaking to exchange information in person or on the telephone and to provide assistance to students and parents;
Seeing to read and translate various materials;
Dexterity of hands and fingers to operate equipment.