

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: INSTRUCTION
TITLE: PARENT LIAISON/TRAINER
CALENDAR: [PARENT LIAISON/TRAINER](#)
SALARY: [GRADE 11](#)

Job Goal Assess services to enhance student learning; coordinating services and providing parent training (as needed)

Minimum Qualifications:

- AA degree or equivalent credits
- Ability to speak, read and write Spanish fluently
- Knowledge of education and service programs and basic instruction skills
- Valid AZ drivers license; willingness to use personal vehicle
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Assess social, medical and human services needs of students and families
- Recruit students and families for participation in a variety of district programs
- Contact/coordinate services/maintaining working relationships with agencies that provide services to students and families
- Arrange medical/social service appointments for students and parents (may include transporting students and parents to appointments)
- Maintain eligibility information and required insurance records
- Order/store/distribute specific health, school and office supplies
- Assist with health screening tests
- Assist in food and clothing drives
- Teach curriculum of state approved program for positive parenting skills
- Arrange for classrooms and childcare to increase participation in programs
- Prepare lesson plans and handouts, ordering materials from vendors
- Report program outcomes data to the Arizona Department of Education
- Review and recommend new and updated parenting skill programs
- Provide oral and written translation services
- Encourage involvement in school and school-related programs
- Assist parents in completing a variety of forms across numerous agencies
- Participate in/conducting parent meetings
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Accept responsibility for student well being and safety while they are in employee's care
- Operate and care for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member

- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.