

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

BILINGUAL PRESCHOOL COMMUNITY LIAISON

DEFINITION

Under the direction of a Principal/Assistant Principal in coordination with the Preschool Program Specialist; the Bilingual Preschool Community Liaison assists the Preschool Educator with preschool planning; assists in the preschool program as needed; performs routine clerical and administrative duties according to established procedures; enrolls children into the site early childhood programs; serves as a liaison and provides information and services to families and outside agencies; prepares and maintains records, lists, and reports.

SUPERVISION RECEIVED AND EXERCISED

Received immediate supervision from the assigned supervisor.
Exercises technical and functional supervision over designated staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Serve as a liaison to the District Early Childhood Programs, C-BET program, Adult Education, Orange County Head Start Program.
- Facilitate enrollment of children and adults in early childhood and adult education programs.
- Explain the site early childhood programs to parents and the community.
- Design and implement a responsive environment for the optimal growth and development of young children in the early childhood program for children ages 0-5.
- Provide leadership to child care infant aides working with children ages 0-5.
- Evaluate the social and academic growth of children ages 0-5 and keep appropriate records.
- Serves as a liaison and provide information and services to families and children; makes referrals to outside agencies as appropriate; provide handouts and community resources as appropriate.
- Maintain current and accurate records of children enrolled in the program including immunizations, income, emergency and medical records and other information; assures confidentiality of information.
- Sort and file material according to established procedure; maintain records and simple files.
- Enter basic formatted data into computer.
- Perform related tasks as required.

QUALIFICATIONS

Knowledge and Abilities:

- General needs and behavior of children.
- Interpersonal/group dynamics

- Current computer applications in word processing, presentation preparation, spreadsheet/database, and Internet access.
- Telephone etiquette.
- Health regulations and safe working methods and procedures.
- Proper lifting techniques.
- District policies, rules and regulations.
- Eligibility requirements for assigned program.
- Diverse socioeconomic, cultural, disability and ethnic backgrounds of District students.
- Community resources.

Ability to:

- Provide for the health, safety, and psychological needs of children.
- Maintain records, equipment, and facilities.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively in English and Spanish both orally and written.
- Understand and follow oral and written instructions.
- Analyze situations accurately and make decisions in procedural matters without immediate supervision.
- Operate computer and standard office equipment.
- Observe health and safety regulations.
- Enroll children into the site's early childhood program.
- Serve as a liaison and provide information and services to families and children.
- Meet schedules and time lines.
- Exchange information in person and on the telephone.
- Use interpersonal skills with tact, patience, and courtesy.
- To communicate effectively, both orally and in writing, in a language other than English. Ability to pass the District Bilingual Proficiency Test.

EXPERIENCE AND TRAINING GUIDELINES:

The position requires the following:

1. High school graduate or equivalent.
2. Completion of a minimum of 12 units of early childhood education.
3. Three semester units in administration or staff relations; AA or Bachelor's degree; or Children's Center Supervisory Permit is highly desirable.
4. Previous experience in providing childcare and pre-school services is highly desirable.