

# SAN BRUNO PARK SCHOOL DISTRICT

POST

POST

## POSITION ANNOUNCEMENT

Date: August 4, 2017

Applications are now being accepted for the following Classified Position:

### PARENT LIAISON (Class X) BELLE AIR PRESCHOOL

Days per Week: 5

Hours per Day: TBD

Hours per Week: 10

Start Date: Tuesday, August 22, 2017

**Days per Year: 182**

**Position End Date: June 8, 2018 ADDITIONAL TERM  
DEPENDENT ON FUNDING**

**Application Deadline: Friday, August 18, 2017**

The Salary Range on the current Classified Salary Schedule is as follows:

(Employee pays PERS)	<b>STEP A 1<sup>st</sup> 6 Mos.</b>	<b>STEP B 2<sup>nd</sup> 6 Mos.</b>	<b>STEP C 2<sup>nd</sup> Yr.</b>	<b>STEP D 3<sup>rd</sup> Yr.</b>	<b>STEP E 4<sup>th</sup> Yr.</b>	<b>STEP F 5<sup>th</sup> Yr.</b>
<b>HOURLY</b>	\$16.48	\$17.31	\$18.17	\$19.08	\$20.04	\$20.54

\*\*\*Internal bargaining unit applicants shall be offered an interview appointment\*\*\*

**This announcement includes a partial listing of the responsibilities and qualifications of the position. Interested persons who meet the qualifications may obtain an application form and a complete job description at the District Office, 500 Acacia Avenue, San Bruno, CA, or by calling 650-624-3100.**

**Position Description:** Assist school staff with improving family involvement to support students' learning and school programs, by aiding families with understanding school-home relationship and setting home conditions that support children as students at each age and grade level. Include families as participants in school decisions, governance, and advocacy through PTA, school councils, committees, and other parent organizations. Communicate with families about school programs and student progress through effective school-to-home and home-to-school communications.

**Responsibilities:**

- Develop welcoming environment for parents and families
- Assists staff with home communications. Create a system to communicate with parents in a format and language parents understand.
- Assess what parents want to learn; build programs around parents' concerns
- Provide information to families on effective home learning approaches for student success

### **Qualifications:**

#### **Knowledge**

- Instructional methods and materials
- Child growth and development
- Characteristics of children of appropriate age levels
- Rules, regulations, laws, policies, programs and procedures governing the district and the assignment
- First Aid and CPR Training
- School policies and regulations as they relate to children
- Appropriate health and safety regulations and safety precautions and procedures

#### **Ability to:**

- Deal effectively with a wide variety of personalities and with situations requiring diplomacy, friendliness and poise
- Relate positively to children and adults
- Create instructional materials from patterns and written descriptions
- Analyze situations accurately and adopt effective courses of action
- Use sound judgment in times of emergency
- Maintain cooperative working relationships with those contacted in the course of work, including other District personnel and the public
- Understand, carry out and give oral and written instructions
- Schedule work in order to meet assigned deadlines
- Model good English, spelling, language usage and grammar
- Bilingual Preferred

#### **Training and Experience**

- One or more years of responsible office experience, preferably in a school system or its equivalent
- Demonstrated success meeting and working with the public
- Education equivalent to the completion of 12<sup>th</sup> grade or higher

#### **Personal Qualities:**

- Maturity and judgment
- Willingness to assume a wide range of responsibilities
- Willingness to continuously improve
- Willingness to learn new or special routines or skill or the operation of new equipment
- Excellent interpersonal skills
- Present a professional image appropriate for the workplace
- Good organizational skills
- Flexible

- Fingerprints must be taken of all persons selected for employment and will be subject to State and Federal records check.
- A tuberculin test is required at time of initial employment and every four years thereafter.
- Proof of citizenship or legal status will be required upon offer of employment.
- Proof of graduation from a California High School or equivalent since 1991 or proof from any California School District that the individual has passed the proficiency requirement.
- **For 2017-2018 school year only. Additional term dependent on funding.**

**Send applications to:**

Cheryl Peruchetti, District Receptionist  
San Bruno Park School District  
500 Acacia Avenue  
San Bruno, CA 94066

**San Bruno Park School District provides equal employment opportunity to all qualified persons. The recruitment testing, and hiring of all personnel will be without regard to race, color, gender, national origin, sexual orientation, religion, age or disability.**

**DEADLINE: Friday, August 18, 2017**