

COerpN variety of supportive tasks; promotes parent education and involvement in various school programs and other activities; serves as an interpreter for non-English speaking student, families and members of the community; presents information to the community about the Office of Education of an assigned school site.

**CLASS TITLE: MIGRANT EDUCATION COMMUNITY LIAISON**

**BASIC FUNCTION:**

**REPRESENTATIVE DUTIES:**

The following duties are

Operates a variety of office equipment including a copier, printer, scanner, a computer, assigned software and other office machines as assigned; drives a vehicle to various sites to conduct work.

Attends a variety of meetings, workshops, conferences, and in-service trainings as assigned; coordinates and assists with parent trainings and activities; works outside typical office hours of 8:00 a.m. – 5:00 p.m. to accommodate program families' schedules.

OTHER DUTIES:

Perform related duties as assigned.

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**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Graduation from high school and two years of experience working with school or community agencies, targeting at-