HOME/SOHOOLLIAISON BUSDFinal



BERKELEY UNIFIED SCHOOL DISTRICT Human Resources Department

CLASSIFICATION AND

Inventory, order, receive and distribute materials, supplies and equipment

Participate in planning end-of-year celebrations and field trips

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Community resource organizations including various federal, State and local agencies

Community and human relations

Organizational operations, policies and objectives

Record-keeping and report preparation techniques

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Telephone techniques and etiquette

Policies and objectives of **L** and other school programs and activities

Operation of a variety of office and instructional equipment including a computer

ABILITYTO:

Perform liaison duties between administrators, personnel, parents and the community

Communicate effectively both orally and in writing

Operate a computer and a variety of office equipment

Learn, apply and explain policies, procedures, rules and regulations

Work independently with little direction

Establish and maintain cooperative and effective working relationships with others

Meet schedules and time lines

Prepare and maintain files, records and prepare reports