## Leon County Public Schools Classification Specification

Salary Grade 32 Summary Information:				
Classification Title:	Parent Liaison	Date Prepared:	04/2003	
FLSA Status:	Non-Exempt	-		
Typical Decisions and Recommendations Provided to Others:				

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures

Activity Identification				
Activity Name				
131	Attendance/Enrollment Accounting	Accumulate and maintain records of enrollment, family characteristics, home locations, and other census data.		
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.		
010	Parent Liaison	Handle requests from parents regarding transfers, complaints, and discipline.		
031	Liaison	Liaison between staff, parents, students and principal.		
226	Parent/Community Liaison	Communicate to parents information regarding illness, medications, attendance, appointments, recommendations, immunizations, volunteering, etc. Liaison with medical community and community resources (e.g., County Health Dept., Hospitals, etc.).		
224	Medication Administration	Supervision and administration of students medications. Procurement of forms, required labeling and delivery.		
999	Assigned Duties	Perform other duties as assigned.		
General Classification Specification Factors:				
Education/Experience:		High School Diploma or equivalent with three years related experience		
Supervisory Responsibility:		None		
Type of Supervision:		N/A		

Effective Date:

07/01/2003