



ENCHANTED EDUCATION

Parent Liaison Job Description

Title:	Parent Liaison
Pay Rate:	\$20.00 hour
Reports To:	Site Lead
Status:	Part-Time
Hours:	Approximately 15-20 hours per week, Monday - Friday, scheduled between the hours of 1:00pm and 6:00pm.
City:	San Bernardino

JOB SUMMARY:

The Parent Liaison is responsible for overseeing the safe and efficient sign-in/sign-out process of students at the Enchanted Education After School Program. This role ensures that all students are released to authorized individuals and maintains accurate records of daily attendance and student sign-ins/sign-outs. The parent liaison provides timely communication between the program staff and parents/guardians, providing excellent customer service and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the daily sign-in/sign-out process, ensuring that each student is released to an authorized adult.
- Verify the identity of individuals picking up students by checking ID against the approved pick-up list.
- Ensure that all students are signed in/signed out accurately and that sign-in/sign-out times are recorded correctly.
- Maintain accurate and up-to-date records of student attendance and sign-in/sign-out logs.
- Update and manage the list of authorized pick-up persons as provided by parents/guardians.
- Greet parents/guardians and provide a friendly, welcoming environment during the sign-out process.
- Communicate any messages or important information from program staff to parents/guardians.
- Address and resolve any concerns or issues that arise during the sign-in/sign-out process in a professional manner. Call for assistance from Site Lead when needed.
- Ensure that students remain in a safe and supervised area until they are signed out.
- Follow all program safety protocols and emergency procedures.
- Report any safety concerns or incidents to the Site Lead immediately.
- Work closely with program staff to ensure a smooth and efficient sign-in/sign-out process.
- Assist with other administrative or program-related tasks as needed.



- Strong organizational and record-keeping skills.
- Excellent communication and interpersonal skills.
- Ability to interact positively with parents, students, and staff.
- Other duties as assigned.

EDUCATION and REQUIREMENTS:

- Experience working with young children and the ability to inspire and motivate.
- Must be 18 years of age or older and provide proof of a High School diploma or G.E.D. Required.
- Additionally, 48 college semesters or 60 college quarter units are required and/or by passing an Instructional Aide Test (NCLB/ESSA).
- Ability to speak and write standard English appropriate in a public school setting.
- Previous experience in a customer service, administrative, or child care role preferred.
- Ability to stand for up to 3 hours at a time.
- Physically able to interact with students.
- Must be bilingual, **ENGLISH/SPANISH**, required.

BACKGROUND CHECK/TESTING/CERTIFICATION:

- Must pass Live Scan (criminal background check via fingerprinting).
- Provide a clear Tuberculosis test.
- Drug Testing.
- CPR/First Aid Certification.

SUPERVISORY RESPONSIBILITIES:

- This position requires the supervision of children.
- Keeping accurate attendance sheet records.

TRAVEL:

- Travel may be required; a valid driver's license and reliable transportation needed.

PHYSICAL DEMANDS:

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Standing, walking, and moving quickly.
- Sitting on the floor and returning to a standing position.
- Considerable long periods of physical activity.
- Requires some physical work; kneeling, bending, squatting, lifting, pushing, pulling, or carrying objects or children.
- Lifting and moving up to 50 pounds.



- Physical work is a primary part (more than 70%) of the job.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Hearing within the normal range is required.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Enchanted Education is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace. We encourage individuals from all backgrounds to apply.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

ENCHANTED EDUCATION EMPLOYMENT STATEMENT:

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Enchanted Education’s at-will employment duties and responsibilities are subject to the Enchanted Employee Handbook.

The employee signature below indicates the employee understands the requirements, essential functions, and duties of the position.

Print Name:

Signature:	Date:
------------	-------