

BILINGUAL COMMUNITY SERVICES LIAISON

DEFINITION

Under supervision, to perform a variety of duties associated with parent education and student support services using English and a designated second language; to serve as a liaison between the school and home; to provide assistance to school families and do related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Reads, writes, and speaks English and a second language fluently.
2. Organizes classes and parent education workshops.
3. Makes home visits to provide and obtain school related information.
4. Assesses various needs of new families to the District.
5. Recruits school volunteers.
6. Organizes and coordinates special cultural activities.
7. Contacts parents regarding absences.
8. Communicates with community organizations and clubs.
9. Performs oral translations for non-English speaking parents and participates in parent teacher conferences as necessary.
10. Secures social services and health services for children in need.
11. May serve as a representative to various advisory committees.
12. May perform routine clerical tasks such as typing, computer operation, filing, and photocopying.
13. Coordinates the home language proficiency survey.
14. Translates school communications from English to a second language.
15. Receives and processes Free and Reduced Lunch applications.
16. Assists parents in the completion of various school forms.
17. Verifies student immunization records.
18. May work with other school staff regarding student needs.
19. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Correct spelling, grammar, usage and punctuation in English and a designated second language; the effects of various socio-economic status of families on student performance; immunization and attendance, and home language proficiency regulations for students.

Ability to:

Read, write, and speak a second language; understand school programs and policies; encourage parents to participate in school activities; learn about community services; organize and communicate planned activities in an effective manner; appreciate human diversity; demonstrate empathy and warmth in assisting with social service needs of the community; pass an oral and written proficiency test in a designated second language; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade and previous work experience in a public school setting is preferred.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with travel to student homes.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and travel to student homes; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.