

BILINGUAL SPECIAL PROGRAMS LIAISON

DEFINITION

Under supervision, assist in facilitating the day-to-day operations of special grants and/or programs; assist in the development of long term plans for the designated program; oversee support services for special student/parent populations; develop and coordinate events and activities as they relate to the achievement of program goals.

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. Manage day-to-day operations of the assigned categorical/grant program.
2. Collaborate with site leaders to oversee fiscal, programmatic, and administrative operations of the program.
3. Maintain external relations with collaborators and community organizations, including the preparation of memorandums of understanding or contracts.
4. Facilitate youth leadership activities, social skills, conflict resolution, or other related intervention groups.
5. Schedule after school activities and enrichment classes.
6. Oversee events and programs to support the school's vision.
7. Organize training and support services for parents.
8. Develop and distribute newsletters, fliers, and other written and electronic communication.
9. Collaborate with teachers and other staff as appropriate.
10. Other duties as assigned.

QUALIFICATIONS

Knowledge of:

Working with students, staff, families and community volunteers to develop successful programs; budget reports and record keeping; word processing and use of varied software programs.

Ability to:

Read, write, and speak English and Spanish fluently; perform and coordinate a wide range of responsible duties using independent judgment; complete assignments effectively with frequent interruptions; compile and maintain accurate and complete records and reports; maintain confidentiality and use discretion in the course of completing duties; operate office equipment; understand and carry out oral and written instructions; communicate effectively both orally and in writing; have an understanding and appreciation of human diversity; establish and maintain cooperative working relationships with numerous stakeholder groups; pass a district proficiency test in Spanish; comply with the District's customer service standards, as outlined in Board Policy.

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Education/Experience:

Equivalent to the completion of twelfth grade; related coursework desirable. Two years of increasingly responsible experience, organizing and facilitating programs or projects. Experience in an educational or social service setting is desired.

License/Certificate Requirement:

Possession of a valid California Driver's License may be required.

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 classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; 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.