



Job Description

Title: Community Liaison - Bilingual	FLSA Status:	Months: 10
Supervisor: Principal	Supervises: N/A	Range: 18
Department: Educational Services	Bargaining Unit:	Approved: 12/19/2019

JOB SUMMARY:

Under the direction of assigned school Principal, perform a variety of bilingual community liaison activities with parents, families and the community to foster parent involvement and parenting skills allowing parents to provide academic support for their children; participate in the development and implementation of various projects and special programs related to parent involvement and community engagement; perform clerical support duties related to assigned program; coordinate a variety of meetings and parent education training; prepare and maintain related records and reports related to assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of bilingual community liaison activities with parents, families and the community at large to foster parent and community engagement and involvement with schools.
- Serve as a school representative and interpreter between parents and staff during meetings, conferences or other events.
- Develop, implement and assist in implementing various special program and project activities designed to enhance parent engagement; monitor various programs and project activities.
- Plan, facilitate and implement strategies and activities aimed at strengthening relationships and communication between parents, families and schools.
- Provide information and materials to assist families in utilizing community services and resources; refer families to local agencies or school services as appropriate.
- Prepare and maintain a variety of records and reports related to assigned activities; prepare and distribute materials regarding programs and projects.
- Translate letters, permission slips; update emergency cards; input suspensions; enter awards and input perfect attendance information into assigned computer system.
- Provide translation services during parent conferences; assist with student registration; send email updates to parents as needed.
- Assist in the development of strategies for improving parent and community engagement in schools and student academic achievement.
- Communicate with personnel, administrators, parents, families and outside organizations to coordinate resolve issues and conflicts and exchange information.
- Collaborate with advisory councils, planning committees, community service organizations and other groups to facilitate parent and community engagement and involvement.
- Train, coach and provide technical direction, coordination and guidance to parents, staff and others on parent and community engagement programs and services.
- Operate a variety of office equipment including a copier, projector, computer and assigned software.
- Attend and participate in a variety of meetings, conferences, parent education trainings and other events; coordinate and facilitate the development of training and workshop materials, curriculum and presentations.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Community and school organization structures
- Policies and objectives of assigned program and activities
- District organizational operations, policies and objectives
- Modern office practices, procedures and equipment
- Parent and community engagement programs
- Available community, educational and social service resources
- Applicable laws, codes, regulations, policies and procedures
- General academic procedures and protocols for English Learner programs
- Record-keeping and report preparation techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Correct usage, grammar, spelling, punctuation and vocabulary in English and a designated second language
- Public relations and public speaking techniques
- Operation of a variety of office equipment including a computer and assigned software

Skills/Ability to:

- Serve as a bilingual liaison between administrators, personnel, parents and the community
- Communicate effectively both orally and in writing in English and a designated second language.
- Read, write, translate and interpret English and a designated second language.
- Perform a variety of clerical duties related to program activities
- Operate a variety of office equipment, a computer and assigned software
- Serve as an interpreter for meetings, conferences and other events as assigned
- Work independently with little direction
- Work with families from various ethnic and socioeconomic backgrounds
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Maintain records and prepare reports
- Train, guide and task others
- Read, interpret and follow rules, regulations, policies and procedures
- Type and input data accurately and at an acceptable rate of speed
- Add, subtract, multiply and divide with speed and accuracy
- Maintain sensitivity to cultural, religious, ethnic and sexual differences

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school and,
- One year of general clerical experience.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read a variety of materials

- Lifting, carrying, pushing and pulling light objects
- Bending at the waist, kneeling or crouching
- Reaching overhead and above shoulders to retrieve supplies and materials

Hazards:

- Angry, aggressive and hostile parents, students and public.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.