

Magnolia School District

Parent Involvement Liaison/Bilingual

DEFINITION

Under the direction of Educational Services or assigned site administrator(s), serve as a liaison between parents, students and the community; provide information regarding school or District programs, procedures, activities, rules and regulations; provide translations or interpretation services for limited and non-English speaking parents.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Serve as a liaison between the school and school community; communicate with parents on behalf of the school to ensure that an ongoing partnership between the home and school is formed, and language barriers are removed;
- Conduct parenting classes as assigned; coordinate parent orientation and parent education activities; work with outside agencies to provide parenting classes and workshops as needed;
- Contact parents at their homes, in person, or by phone, to exchange information about student, which will help teachers and provide information to the parents about the school and its policies and programs;
- Work with “at risk” and “high risk” families to resolve problems; communicate with parents regarding various pupil problems, attendance and parental responsibilities in assisting children to obtain success in school;
- Encourage parents to attend and participate in school and district workshops, meetings, advisory committees, special events, and other parent activities;
- Establish and maintain contact with agencies which service youth, including community centers and health/family services;
- Participate in the identification of needy students or families, assist parents with applications for services and transportation, make referrals to community agencies as appropriate;
- Refer families and students to community resources and school administrator when necessary;
- Meets with students and parents as part of the School Attendance Review Team (SART)/School Attendance Review Board (SARB);
- Makes home visits as required;
- Participate on a variety of committees/boards; attend job related conferences and training to receive and/or convey information to promote parent and community involvement in the educational process;
- Translate and interpret materials and school and District policies, programs and activities for parents, school personnel, students and others as requested; translate during parent conferences and other meetings;
- Recruit and coordinate volunteers for various activities including health screenings, fundraisers, classroom assistance, book fairs, and other activities;
- Assist with other activities including student assessment administration, health, attendance, yard duty and clerical activities as needed;
- Contact parents regarding illnesses or absences as needed;

- Maintain a database of student/parent contacts and volunteers, maintain records of parent involvement activities;
- Operate a variety of District technology equipment;
- Provide reports as needed;
- May transport parents or students under special circumstances;
- Performs other related duties as assigned.

Knowledge of:

- Community interest, concerns and attitudes relative to educational programs of the District;
- Procedures, methods, techniques and strategies utilized in dealing with sensitive school and community problems, issues and concerns;
- Correct oral and written usage of English and a designated second language (Spanish);
- Interpersonal skills using tact, patience and courtesy;
- Oral and written communication skills;
- Record-keeping techniques;
- School policies and procedures.

Ability to:

- Serve as a liaison between parents, students and the community;
- Provide information regarding school or District programs, procedures, activities, rules and regulations;
- Provide translations or interpretation services for limited and non-English speaking parents;
- Understand and communicate with children and adults of different racial and cultural backgrounds;
- Work cooperatively with students, parents, teachers, administrators, and representatives of various community groups and agencies;
- Provide creative and innovative liaison services to the educational community;
- Understand and carry out written and oral instructions;
- Establish and maintain effective and cooperative working relationships with others;
- Meet schedules and time lines;
- Accurately type at sufficient speed in order to perform functions of the job;
- Work confidentially with discretion;
- Operate various types of office equipment;
- Operate a vehicle observing legal and defensive driving practices;
- Observe safe driving practices;
- Exchange information in person and on the telephone;
- Read a variety of materials;
- Sit or stand for extended periods of time.

Education:

- High school diploma or equivalent;
- Post-secondary education – AA or above preferred;
- Pass a rigorous District test related to Spanish language proficiency/literacy.

Experience:

- One year of related experience in a social services program or a related field is desirable;
- Served in a school setting in a community service or support role.

Licenses and other requirements:

- Valid California driver's license.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting some of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 28

Revised: 5/20/15; 7/5/16, 02/2017

Approved: 04/2017

EQUAL OPPORTUNITY EMPLOYER
