

Magnolia School District

BILINGUAL COMMUNITY LIAISON/VIETNAMESE

DEFINITION

Under the direction of the Director of Educational Services or assigned Principal, serve as a liaison between parents, students and the community; provide information regarding school or District programs, procedures, activities, rules and regulations; provide primary language support to English learners who are newcomers needing intensive language assistance; 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 to assist in fostering a climate of understanding and cooperation; communicate with school Principals to meet programmatic needs and monitor attendance of school programs;
- Assist a newcomer student by providing primary language assistance as needed;
- Meet with students and parents regarding student needs; inform, advise or direct students and parents on solving school related problems; refer families and students to community resources and school administrators when necessary; make home visits as required;
- Travel to various locations to visit homes to discuss and interpret educational programs of the school; 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 parent activities;
- Plan and assist in parent orientation and parent education activities related to specific consolidated programs; conduct parenting classes as assigned;
- 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;
- Operates a variety of District and educational technology equipment;
- 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;
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Goals and objectives of the educational programs;
- 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 English usage, spelling, grammar, and punctuation;
- Basic mathematics;
- Motivational and promotional techniques;
- Principles and procedures of record keeping including current educational technology;
- Operation of office and basic computer skills;
- Interpersonal skills using tact, patience and courtesy.
- Maintain school records;

- Understand, carry out, and interpret oral and written instructions;

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;
- Provide creative and innovative liaison services to the educational community;
- Communicate effectively in oral, written and electronic form;
- Be resourceful and work in a self-directed manner;
- Work confidentially with discretion;
- Maintain effective working relationships with staff and community;
- Operate a vehicle observing legal and defensive driving practices;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public.
- Maintain work pace appropriate to given workload and meet schedules and timelines;
- Read, write, speak (fluently) English and a language other than English as identified by the District (Bilingual/Biliterate).
- Bend, kneel or crouch to assist students;
- Accurately type at sufficient speed in order to perform functions of the job;
- Exchange information in person and on the telephone;
- Reach overhead, above the shoulders and horizontally;
- Read, interpret, apply and explain rules, regulations, policies and procedures.

Education:

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.

License and Other Requirement:

- Must hold a valid California Driver's License.
- Incumbents are required to speak, read and write in a designated second language.

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 20 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.

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: 24

Revised: 6/19/2014; 02/2017

Approved: 03/2017

EQUAL OPPORTUNITY EMPLOYER
