



*"Learning, Leading, Innovating"*

## **BILINGUAL COMMUNITY LIAISON**

### **DESCRIPTION:**

The job of School/Community Liaison was established for the purpose/s of providing support to the instructional program with specific responsibilities for providing information on programs/services available to students and families as well as school and/or district activities and procedures; referring families to other agencies; and fostering an ongoing partnership between the home and school.

### **PERSONAL CHARACTERISTICS:**

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

### **EXAMPLES OF DUTIES:**

- Provide communication link between schools and parents.
- Interpret, as needed, conferences and translate school communications.
- Check on attendance.
- Coordinate, administer and record assessments per the requirements of the bilingual program.
- Recruits and trains parent volunteers.
- Work with nurse on health problems, as appropriate.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and/or ratios
- Reading and interpreting technical information
- Composition of a variety of documents
- Facilitating group discussions
- Solving practical problems
- Community resources
- Principles of a community services program
- Concepts of grammar and punctuation

#### **Ability to:**

- Schedule activities and/or meetings
- Gather and/or collate data
- Use basic job-related equipment
- Work with others in a variety of circumstances
- Work with data utilizing defined but different processes
- Operate equipment using standardized methods
- Work with a diverse group of individuals
- Problem solve using independent interpretation of guidelines for a variety of issues
- Establish and maintain constructive relationships
- Maintain confidentiality
- Adapt to changing work priorities
- Work flexible hours

**EXPERIENCE:**

One (1) year of successful experience involving contact with children in an instructional capacity in a school preferred.

**WORKING CONDITIONS:**

**Environment:** Office

**Physical Abilities:** Seeing to monitor student behavior during classroom activities, hearing and speaking to exchange information related to classroom assignments, bending at the waist, kneeling, standing and walking for extended periods of time, and jumping, running, hopping and skipping to participate with children in activities.

**SALARY:**

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*