

BILINGUAL PARENT/COMMUNITY LIAISON

JOB SUMMARY

The Bilingual Parent/Community Liaison facilitates communication with families on the behalf of the school and district to create and maintain a partnership between home and school and create a greater understanding of educational procedures, issues, and concerns; develops and presents informational materials and activities designed to increase parent and family participation in student, school and district educational and extra-curricular programs; serves as a resource to parents and families and as a liaison between teachers, parents, students, staff and the community; and provides written and oral translations in designated language.

REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

ESSENTIAL FUNCTIONS

The Bilingual Parent/Community Liaison may perform any combination of the following:

- Explain district and school site policies and procedures.
- Identify, develop and implement strategies to increase parent and family participation and involvement in school and district activities and programs.
- Plan, organize, and promote parent education and training opportunities; encourage families to attend and participate in school and district events; emphasizes the importance of education and student involvement.
- Coordinate meetings.
- Contact parents and families to provide information or respond to inquiries.
- Obtain contact information of target group populations; establish and maintain contact lists.
- Foster relationships with community groups as appropriate to obtain information, learn about available resources and establish partnerships.
- Refer parents and families to outside agencies as appropriate.
- Maintain records and files, enter information into a computer, produce basic reports.
- Provide written translations and oral interpretations to assist communication.
- Perform other job-related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

- Current, up-to-date office practices and procedures.
- Telephone techniques and etiquette.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Writing conventions

ABILITY TO:

- Speak, read, write English and designated second language
- Coordinate and schedule activities, meetings and events.

BILINGUAL PARENT/COMMUNITY LIAISON

- Compose written communications applying correct English/second-language usage, grammar, spelling, punctuation and vocabulary.
- Collaborate with others.
- Adapt to changing work priorities.
- Operate a variety of office equipment.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Keyboard information accurately and at a rate of speed sufficient to complete required tasks.
- Provide information to staff, students, parents and the public.
- Communicate with courtesy, diplomacy and tact.
- Learn, apply and clearly explain District and worksite policies and procedures.
- Understand and resolve issues, complaints and problems.
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Establish and maintain cooperative working relationships with others.
- Organize, safeguard, and comply with recordkeeping practices and policies.
- Compile, enter and verify data and produce basic reports.
- Plan, prioritize and organize work, schedules and timelines.
- Work with constant interruptions.
- Exercise appropriate judgment when making decisions.
- Complete routine tasks thoroughly, accurately and with attention to detail.

EDUCATION AND EXPERIENCE

Job-related education necessary to perform the essential job duties is typically consistent with graduation from high school or equivalent. One year of clerical experience involving recordkeeping and frequent contact with the public is required.

DISTINGUISHING CHARACTERISTICS

Bilingual Community Liaison is a classification within the Administrative Support series. Positions in this series provide clerical and progressively more responsible secretarial and administrative support as the series progresses. Positions designated as bilingual require oral competency and literacy in English and designated second language and the ability to translate spoken and written English to designated second language and designated second language to English.

The **Bilingual Parent/Community Liaison** facilitates communication with families on the behalf of the school and district to create and maintain a partnership between home and school and create a greater understanding of educational procedures, issues, and concerns

Differentiation between Bilingual Parent/Community Liaison and positions above and below are distinguished as follows:

The **Secretary** provides clerical and secretarial assistance to department or program administrators and staff.

BILINGUAL PARENT/COMMUNITY LIAISON

The **Receptionist** is the central point of contact for phone calls and visitors and provides general clerical support to an office. Assigned duties require general knowledge of office functions, policies and procedures. Tasks and assignments have clear instructions, guidelines and parameters.

REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

CERTIFICATES

None

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

WORKING ENVIRONMENT

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	stooping/bending, squatting/crouching, climbing/balancing, kneeling, twisting back
Seldom/Occasionally	pushing and pulling, reach above shoulder, reach at shoulder
Occasionally	walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation, reach below shoulder

AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

None