

## LOMPOC UNIFIED SCHOOL DISTRICT

### HOME/SCHOOL/COMMUNITY LIAISON (BILINGUAL)

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#### **PURPOSE STATEMENT:**

Under the direction of an assigned supervisor, provide support to the instructional program; provide information regarding programs and services available to students and families and school and/or District activities and procedures; refer families to other agencies; foster an ongoing partnership between the home and school.

#### **ESSENTIAL FUNCTIONS:**

Assist students, staff, teachers, parents and community members by providing information, applications for services, transporting parents/students, and interpreting technical information.

Communicate with parents on behalf of school regarding attendance and homework issues, available programs/services, completing paperwork, and related matters; foster and assure an ongoing partnership between the home and school.

Communicate with teachers, parents and/or appropriate community agency personnel to discuss Individualized Education Plans (IEPs), paperwork and attendance, and provide follow-up; assist in evaluating student progress and/or implementing student objectives.

Coordinate and make home visits and parent meetings to obtain information and/or discuss needs and problems involving students and their families; communicate with students and families to discuss attendance issues, assess situations, improve communication, and provide information regarding school policies and programs; refer students and families to outside agencies such as State agencies, medical professionals, counselors, foundations, charities as needed.

Translate communications between District personnel and limited or non-English speaking parents; serve as an interpreter for conferences, telephone calls and meetings as needed; translate IEPs, syllabus, agendas, minutes and other documents as necessary.

Identify and assist homeless students and their families, and foster youth as assigned by the position; assure students are receiving mandated services; review student housing questionnaires for determination of homelessness; contact parents/guards to verify information on questionnaires as needed; contact State, federal and local agencies as needed regarding the needs of homeless and foster youth; provide information to District and school staff regarding homeless and foster youth.

Organize a variety of activities such as student clubs, parent meetings, conferences, patriotism activities, and others to support the school and parents, showcase students' talents and abilities, and celebrating the diversity of the community.

Communicate with District personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, printer, computer and assigned software; drive a vehicle to various sites to conduct work.

Prepare a variety of documents, reports and written materials including registrations, homeless lists, activity logs, phone logs, community resources and others as assigned.

Provide support assigned administrators and the English Language Advisory Committee (ELAC); organize ELAC meetings as assigned; prepare agendas, minutes, and communications to members and the public; assist administrators with testing activities as required.

Input student, testing and other data into an assigned computer system as required; maintain automated records and files; generate computerized lists and reports as directed.

Participate in a variety of meetings, workshops and committees; maintain current knowledge of program guidelines.

Perform record keeping and clerical functions such as scheduling and duplicating materials to support the teacher and/or administrator with providing relevant records and materials.

#### **OTHER FUNCTIONS:**

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Basic interviewing and advisement techniques.
- Correct oral and written usage of English and a designated second language.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of non-English speaking students.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping and filing techniques.
- Basic public relations techniques.

**ABILITY TO:**

- Serve as a liaison between District schools and parents in support of the instructional program.
- Provide information regarding programs and services available to students and families and school and/or District activities and procedures
- Establish and maintain contact with families of students.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Confer with families and personnel concerning program and student needs and concerns.
- Learn policies and objectives of assigned program and activities.
- Read, write, translate and interpret English and a designated second language.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Understand and follow oral and written instructions.
- Operate a computer and assigned software.
- Maintain records and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of general clerical experience including some experience working with students or families in community service programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and evidence of insurability.  
Incumbents in this classification are required to read, speak and write in a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**

## LOMPOC UNIFIED SCHOOL DISTRICT

### LANGUAGE ASSESSMENT TECHNICIAN

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#### **PURPOSE STATEMENT:**

Under the direction of the Education Services Coordinator, provide District-wide assessment of oral language proficiency for initial identification and annual progress of student in which a second language is spoken in the home; administer tests for English and primary language proficiency and contact schools regarding information used in the student's placement in English Learner instructional programs.

#### **ESSENTIAL FUNCTIONS:**

Administer California English Language Development Tests (CELDT) to annual and initial students District wide; administer primary language and other tests to referred students to assess proficiency in oral and written English skills and/or other academic subjects and to assist teachers and other professionals in determining class placement and/or program eligibility; monitor students during testing activities; develop testing schedules in compliance with State requirements.

Assess verbal and written communication of non-English speaking students to assist in the identification and placement with teachers and other school personnel.

Assess and prepare documentation of test results; prepare recommendations and related information in accordance with established guidelines; submit documentation and test results to schools and parents; request and review student assessment records from other Districts and school sites as necessary.

Maintain and update a variety of manual and electronic lists and records related to assigned activities including information relating to the English Learner component in the District student database.

Administer and grade tests of students in the dual immersion program.

Communicate with school sites and other school districts to exchange information, request or send student test records, and coordinate testing activities.

Operate standard office equipment including a copier, fax, printer, telephone, computer and assigned software; operate tape recorders for primary language testing; drive a vehicle to various sites to conduct work.

Provide oral and written translation and interpretation of testing, instructional and other educational materials from English to a designated second language.

#### **OTHER FUNCTIONS:**

Attend meetings and in-service training as assigned.

Attend regular trainings related to the administration of tests as assigned by the position.

Perform related duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic practices, procedures and techniques involved in administering and scoring tests.

General standards, methods and procedures involved in the preparation, processing and circulation of testing materials.

Methods of collecting and organizing materials, data and information.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Data control procedures and data entry operations.

Correct oral and written usage of English and a designated second language.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Operation of a computer and assigned software.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Basic mathematics.

**ABILITY TO:**

Administer tests for English and primary language proficiency.  
Read, write, translate and interpret English and a designated second language.  
Provide translation services to facilitate the testing process, administer oral examinations, and confer with staff, faculty, students, parents, administrators and others regarding assessment testing functions.  
Prepare testing materials for distribution.  
Establish, maintain and update various records and files.  
Learn, interpret, apply and explain testing policies, procedures, rules and regulations.  
Respond to requests for test results and provide related scores and data.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned software.  
Meet schedules and time lines.  
Understand and follow oral and written instructions.  
Type or input data at an acceptable rate of speed.  
Make mathematical computations.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of experience providing bilingual assistance.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and evidence of insurability.  
Incumbents in this classification are required to speak, read and write in English and a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and classroom environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.

**FLSA Status:** Non-Exempt  
**Approval Date:**  
**Board Approval Date:**  
**Salary Range:**

## LOMPOC UNIFIED SCHOOL DISTRICT

### OUTREACH CONSULTANT

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#### **PURPOSE STATEMENT:**

Under the direction of the Assistant Principal, identify and monitor students at risk of dropping out of school; establish contact with students, parents, teachers and counselors; provide direction and develop and coordinate support services; identify strategies to correct problems for students.

#### **ESSENTIAL FUNCTIONS:**

Collaborate with administrators to provide early identification of students at risk of failing or leaving school prematurely; work administrators to establish a properly constituted and elected school site council, develop a student dropout prevention plan, and establish procedures for coordinating services from funding sources at the school level.

Provide and implement appropriate supplemental instructional and auxiliary intervention services to meet the needs of at-risk and high-risk students; make referrals to in-school services and community agencies and alternative educational programs as necessary; increase learning levels for students at risk in literacy, basic skills development, and career-oriented curriculum content.

Monitor and increase attendance among high-risk students and reduce truancy, tardiness, and frequent absenteeism.

Secure outside resources and volunteers, support from private businesses and organizations.

Serve as a member of the School Attendance Review Board (SARB) panel; attend and facilitate SST/ COST meetings; attend site, District and community meetings.

Assist students in securing scholarships, school supplies, employment, community service opportunities, free/reduced lunch, bus transportation, and referrals to community agencies.

Make home visits and parent meetings to obtain information and/or discuss needs and problems involving students and their families; communicate with students and families to discuss attendance or behavioral issues, assess situations, improve communication, and provide information regarding school policies and programs; refer students and families to outside agencies as needed.

Collaborate with the Assistant Principal in providing a staff development program for teachers, other school personnel, and volunteers regarding the needs of the students, appropriate dropout prevention strategies, and suggestions for the replication of successful programs or strategies that enhance the success of high-risk students; work with school staff to develop strategies to motivate students with behavioral problems.

Assist with the provision of teaching strategies and vocational training relevant to career opportunities for employment.

Operate a variety of standard office equipment including a copier, printer, computer and assigned software; operate a two-way radio; drive a vehicle to various sites to conduct work.

#### **OTHER FUNCTIONS:**

Assist with school registration activities as requested.

Perform related duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **KNOWLEDGE OF:**

Individual and group behavior and effects of social and economic forces on individuals.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Principles and techniques of interviewing and recording social case work.

Policies and objectives of assigned program and activities.

Community resources.

Applicable sections of the State Education Code and other applicable rules, regulations and laws.

Interpersonal skills using tact, patience and courtesy.  
Record-keeping techniques.  
Oral and written communication skills.  
Public speaking techniques.

**ABILITY TO:**

Identify at-risk or high-risk students and determine and evaluate needs.  
Listen to students with patience and understanding.  
Develop constructive solutions to problems and prepare appropriate resources.  
Coordinate activities with others to meet the needs of students in areas related to attendance, attitude and achievement.  
Communicate effectively both orally and in writing.  
Maintain records and prepare reports.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Prepare and deliver oral presentation and in-services.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in sociology, psychology or related field and three years experience working with at-risk students.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and evidence of insurability.  
Some positions may require the ability to speak, read and write in a designated second language.  
Incumbents are required to obtain or complete an Outreach Consultant Certificate or Dropout Prevention Specialist Certificate program.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Driving a vehicle to conduct work.  
Subject to variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time

**HAZARDS:**

Potential contact with dissatisfied or abusive individuals.

**FLSA Status:** Non-Exempt

**Approval Date:**

**Board Approval Date:**

**Salary Range:**