



CLASSIFIED – PSE CLERICAL MULTILINGUAL FAMILY SUPPORT SPECIALIST

POSITION SUMMARY:

This position serves as a liaison between multilingual families, schools, and community service resources to provide social and health support services to multilingual students and families. Facilitates parent engagement with schools in ways that responds to the needs of our multilingual families.

Este puesto sirve como enlace entre familias multilingües, escuelas y recursos de servicio comunitario para brindar servicios de apoyo social y de salud a estudiantes y familias multilingües. Facilita la participación de los padres en las escuelas de manera que respondan a las necesidades de nuestras familias multilingües.

POSITION TITLE: Multilingual Family Support Specialist	REPORTS TO: Special Services Coordinator, Teacher
WORK YEAR: School Year (August – June)	DAYS: 180 Workdays (includes 8 Paid Holidays)
SALARY GRADE: Instructional Support IV	ASSOCIATION: Public School Employees (PSE) Clerical
FLSA: Non-Exempt	BENEFITS: Retirement, Medical, Dental, Vision, Life, LTD

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develops, and implements a program of services and coordinates interventions to assist families. Provides current information on community resources and assists multilingual families in working with agencies or community organizations to meet family-identified needs.
- Serves as an advocate for non english speaking parents and promotes interest in schooling and enhances a sense of community and commitment.
- Serves as an interpreter for families in emergencies.
- Acts as a liaison between parents and school and works to develop a spirit of community. Provides for and/or conducts parent meetings and parent classes; writes newsletters and flyers about special events; promotes communication between parents, school, and social service agencies; generates activities to enable families to interact with one another.
- Establishes and maintains a network with local agencies and organizations that provide social and health services to children.
- Compiles, prepares, maintains accurate program records and files, forms, statistics, and additional information including enrollment information, family assistance referrals, health and immunization records and follow-up data. Produces and/or submits reports as required.
- Works closely with EL staff, teachers to align and support communication.
- Assists with multilingual parent meetings/committees
- Communicate effectively in writing and verbally important schedules and events in primary language of parents
- Attends in service training sessions and staff meetings as scheduled. Participates in workshops, seminars, education programs, and other activities that promote professional growth and development in this field.
- Maintain confidentiality in all areas of the service population.
- Performs related duties as assigned. May have flexible hours to allow employees to participate in family and community activities related to the program.

WORKING CONDITIONS

- Work is performed in elementary schools, out in the community and in the homes of families. Required to travel to make home visits; occasionally required to deal with angry or upset parents or children; required to adapt to a variety of home environments and family belief systems and to model appropriate and effective behavior. May experience frequent interruptions; required to shift priorities in response to program changes.

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MINIMUM QUALIFICATION REQUIREMENTS

EDUCATION & EXPERIENCE:

- Bachelor's degree in social and/ or behavioral services or sciences OR
- Associate degree in social and/ or behavioral services and two (2) years of related field experience.
- Experience with multilingual parent engagement or community education.
- Experience and prior knowledge working with multilingual children and their families. Knowledge of county and local resources for families and appropriate referral procedures.
- Allowable Substitution: such alternative to the above qualifications that the District may find appropriate and acceptable.

KNOWLEDGE, SKILLS, & ABILITIES:

- Fluency in Spanish
- Ability to effectively communicate with multilingual children, family members, outside agencies, co-workers, and other district staff in diverse environments.
- Ability to remain flexible to changes in assignments or situations.
- Ability to organize own work and work effectively and independently.
- Ability to understand the school district and its relationship to the community.
- Ability to deal with frustrated and/or difficult people.
- Ability to operate general office machines and adept computer skills including word processing, managing computer files, and managing databases.
- Ability to maintain accurate, complete records.
- Access to personal vehicle, ability to travel frequently using own vehicle between schools. Must possess a valid driver's license and current proof of insurance.
- Ability to lift 20 pounds and push/pull 40 pounds.
- Skill in creative problem solving.
- Effective time management skills.

LICENSES AND SPECIAL REQUIREMENTS

- Must complete training in First Aid and CPR.

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