

Oak Grove School District

JOB TITLE: DISTRICT COMMUNITY LIAISON

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To serve as liaison between school, District, home, and the minority community; to involve parents of minority students in school and District programs, activities, and goals; to provide specialized biliterate support functions between a specified non-English speaking segment of the community and the school/District by interpreting and translating English/Spanish or English/and another designated language as specified by the District; and to direct parents with specialized needs to appropriate community service agencies for assistance. Employees in this classification receive limited supervision from the Superintendent or his/her designee within a broad framework of policies and procedures. This job class provides accurate interpretive and translating services to ensure adequate communications with the community served. This job class requires initiative, motivational, and leadership skills as well as knowledge of and familiarity with the community served; its resources and its people.

**TYPICAL DUTIES**

- Serves as liaison between school, District, home, and community; meets with parents, particularly parents of minority and diverse ethnic backgrounds to discuss students and school procedures; to involve them in school activities and to generally encourage their understanding and support of school programs
- Translates and transcribes Spanish/English or English/and other designated language to provide effective written communications between District/school, students, parents, and the community
- Interprets and translates Spanish/English or English/and other designated language to provide effective oral communications between District/school, students, parents, and the community
- Visits students' homes as a representative of the District/school; disseminating and collecting necessary information as needed
- Identifies social services available to minority youth and families
- Assists families in the solution of problems which interfere with student success in school and community; directing families to appropriate agencies, medical attention, tutors, etc.
- Strives to improve school attendance among minority students by assessing problems, improving communications, and enlisting support from parents
- Confers with support staff and advises on special problems and chronic situations; attends support staff meetings at assigned schools as required

TYPICAL DUTIES (continue)

- Interprets student problems to teachers and school problems to students and parents
- Exercises leadership in integrating community/school relationships by working to maintain objective, positive, and constructive attitudes in the community toward education
- Follows methods and procedural guidelines as set forth by the District or by the State or Federal law
- Confers with teachers, counselors, and/or support staff and assesses tutoring needs and assists in adjusting student programs
- Assists students to increase their self-esteem by conferring with teachers and support staff, assessing individual student goals and problems, and providing appropriate reference materials to students and staff; involving teachers in appropriate activities
- Assists parents in setting up homework procedures and planning a home environment conducive to academic achievement
- May perform professional translation services for schools and district office
- Implements the intercultural program of the District at the school level
- Establishes and maintains accurate records and prepares a variety of reports related to assigned functions
- Articulates program with community/governmental agencies; may attend County and Community meeting when appropriate
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Possession of a valid Class C California Driver's License
- Biliterate proficiency in English and a second language as specified by the District
- Knowledge of the culture and heritage of a specified ethnic group
- Knowledge of the needs and problems of students associated with assigned program community

**MINIMUM QUALIFICATIONS** (continue)

- Knowledge of the local community and the various services available from community service organizations
- Skill to read, write, and speak fluently in English and another designated language
- Skill to analyze situations accurately and adopt an effective course of action
- Skill to maintain a variety of records and files and prepare reports
- Skill to effectively motivate others and coordinate their efforts toward attainment of a common goal
- Skill to communicate in English and another language tactfully and persuasively in both oral and written form
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Skill in designated areas for human relations, communication, and behavioral psychology