

**St. Tammany Parish School Board
Covington, Louisiana
Job Description**

TITLE: Community Liaison and Interpreter (FLSA: Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien
2. High School Diploma or equivalent
3. Fluent in the English language and one other language
4. Louisiana Driver's license and ability to provide personal transportation throughout the district
5. Trained Interpreter or willingness to obtain the certification

REPORTS TO: Supervisor of English Learners

JOB SUMMARY: The Community Liaison and Interpreter will help to bridge the language gap between students, families and school personnel and ensure that students and families are informed of all educational opportunities and available supports.

ESSENTIAL JOB FUNCTIONS:

1. Keep up to date on policies, procedures, and practices used within the school system and communicate these with English Learners and their families.
2. Disseminate materials and information that pertains to English Learners.
3. Demonstrate organizational and communication skills.
4. Maintain certified interpreter certification.
5. Coordinate/maintain a productive daily schedule for the purpose of completing work-related tasks.
6. Demonstrate skills and knowledge of methods and procedures for effectively involving home, school, and community in meeting the educational needs of children and youth.
7. Work with school personnel, community members, and families to maximize the efficiency of services.
8. Work with appropriate community agencies to alleviate problems acting as barriers to the education of English Learners.
9. Be available to attend parent and family engagement events in order to assist with communication barriers.
10. Collaborate with community agencies to identify resources available to English Learners.
11. Coordinate parent education activities in an attempt to support parents and families of English Learners.
12. Coordinate transition into school for new enrollees through transition meetings.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Perform other job related activities assigned by the appropriate supervisor or designee.

PHYSICAL DEMANDS

1. Possess physical skills and stamina to perform job responsibilities.
2. Possess physical ability to travel throughout the school district

TERMS OF EMPLOYMENT: 9 MONTHS

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to change in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____

Incumbent's Name (Please Print) _____ Employee Identification Number: _____

Reviewed and Agreed to by: _____ Date: _____