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**Position:** Family Liaison, Spanish Bilingual Required

**Department:** School Site

**Reports To:** Principal

**Pay Grade:** 16

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### **SUMMARY**

Under the general direction of the principal, independently performs complex and varied clerical/secretarial and health related work at a school site.

Position in this classification acts as liaison between the District and the Spanish and English speaking community regarding school and District activities and functions. This position requires translation and interpretation.

### **NATURE AND SCOPE**

Work relations extend to a wide range of contacts including District staff, students, parents and the general public.

### **ESSENTIAL TYPES OF DUTIES**

#### School Culture

- Create a welcoming school environment for families and community members as to solicit engagement
- Assist with campus supervision as directed and needed
- Engage and supervise parent volunteers in helping to promote school culture
- Attend school-wide events on a regular basis
- Translate and interpret as needed
- Serve as a liaison and community resource for students, parents, parent and community groups, advisory committees, etc to facilitate family engagement and development which directly impacts student learning

#### Family Involvement

- Work with site administrator to coordinate and conduct parent trainings, associated school committees (school policies, expectations, and programs); arrange training schedule, speakers, meeting sites and presentations; prepare and distribute related materials; prepare and maintain related records and reports
- Facilitate family participation in various activities; explain and assist in determining program eligibility, especially for our unduplicated students
- Identify and encourage recruitment of parents to be volunteers and help parents through that process; maintain a written record of parent volunteers at the school
- Make home visits to acquire information and discuss school-related problems such as absenteeism, illnesses, behavior problems and other matters
- Assist with planning and promoting community activities that include but are not limited to evening events, back to school and year end activities, clubs, classes, field trips and other events

#### Site Administrator Support

- Collaborate with internal and external stakeholders to provide programs and resources that are reflective/supportive of student's needs, develop and implement methods to increase parent engagement
- Assist with MTSS / SST process, including scheduling, translation and paperwork
- Communicate with parents regarding student performance including attendance, behavior, academic achievement, health and medical problems
- Translate as needed in various meetings and events
- Perform a variety of clerical duties including typing, answering telephones, duplicating materials and preparing packets, and the such
- Assist in tracking student information; including attendance and immunization records

- Operate a variety of standard office equipment including a computer and assigned software including Student Information Systems.
- Outreach and coordination of services and activities of students experiencing homelessness and foster youth and documentation of said outreach/services
- Cultivate a friendly environment that promotes excellent customer service representing the school and district

#### Community Engagement

- Foster relationships / partnerships with outside community and educational organizations to bring new learning to parents at the school
- Manage logistics to set up community meetings to market school to students and families, prospective families, and community members
- Provide information and materials to parents to assist them in utilizing community services and resources
- Refer families to local agencies or school services as appropriate
- Represent the assigned organization at a variety of school and community meetings; attend and participate in workshops and conferences as assigned

#### Direct Student Health Support:

- Provide basic first aid to students and staff as appropriate; perform CPR; screen student complaints relating to medical conditions; take and record temperatures; ensure the health and safety of students by following health and safety practices and District procedures.
- Provide emergency short-term care to students with asthma, diabetes, seizures, allergic reactions and other health needs requiring immediate care.
- Dispensing medications such as inhalers, oral tablets and suspensions, injections and insulin pump management according to physician instructions and prescribed procedures; maintain records of dosage including amount, time, medication, authorizations and related information; ensure proper storage of medications.
- Prepare, update, and maintain records, logs, lists, student health referrals, accident or injury reports, and other health related documentation as directed; check and maintain blood sugar records for diabetic students and record student seizure activity
- Maintain confidentiality of student health information as described in Ed Code, FERPA and HIPAA.
- Assist, when possible, with the cleanliness, safety and order of the health office; assist in ordering, receiving and maintaining inventory of first aid supplies as necessary in the office and classrooms
- Operate standard health instruments

**Performs related duties and responsibilities as required to accomplish the objectives of the position.**

#### **QUALIFICATIONS:**

**Knowledge and Skills:** Bilingual/Biliterate Required. Requires both written and verbal capability and must be able to accurately translate written documents in Spanish. Requires sufficient human relations skills to convey technical concepts to others, to deal with sensitive and confidential information, and to facilitate discussions in individual and small group settings. Requires demonstrated skills at accessing relational databases, verifying numerical and demographic information, and entering information in established data entry screens. Highly self-motivated and takes initiative.

**Abilities:** Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to understand and apply district rules, regulations and policies. Requires the ability to learn and interpret policies, procedures, techniques, and complex rules related to public schools. Must be able to work well independently and as part of a team. Must have the ability to anticipate and plan future requirements as they relate to multiple law and government regulation changes.

**Physical Abilities:** Position involves standing, walking and sitting for extended periods of time and occasional carrying and lifting of lightweight materials (up to 20 pounds). Requires sufficient arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read a variety of materials and view a computer monitor. Sufficient hand/eye coordination and manual dexterity to keyboard at a basic rate (45 wpm); speech and hearing ability to carry on conversations in person and over the phone; and ability to reach and pull materials from files and shelves Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed

**Education and Experience:** High School diploma or GED required. Approximately three years of secretarial or health clerk experience or 2 years of post-secondary education. Supplemental course work in general office skills preferred. Must pass District's Basic Skills Test applicable to the position or, provide college level transcripts in English and Math. To receive the Bilingual Stipend (Spanish), you must take and pass the District Bilingual Test.

**Must be flexible to adjust the work schedule for special events as needed at the site.**

Board Approved: 2/2/22