

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: COMMUNITY LIAISON (High School - Bilingual)

TYPE: Classified

REPORTS TO: Principal or Designated Administrator

POSITION SUMMARY:

The primary purpose of this position is to increase graduation rate and attendance rate through student and family support. This position is to provide teachers with instructional support for ELL students. Responsibilities will include a variety of activities including complicated tasks involving practice/remedial support plans for ELL students under direct teacher and/or ELL teacher supervision. Assigned tasks may involve working with individuals or groups in regular classroom and/or special education settings. Duties also include translation, interpretation and general language support for students learning English as a second language. Support for parents/guardians (translation and interpretation) is also expected. Emphasis will be placed on accessing resources in the community and school to promote attendance and classroom success, monitoring student progress, and communicating with the student, teachers, and parents about the progress and removal of barriers to success.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. Be at least 18 years of age.
3. Criminal history clearance.
4. Have standard of moral character as required of teachers.
5. Demonstrated knowledge and ability through a formal state or local academic assessment.
6. Oral and written skills in targeted language(s) as verified through formal state or local assessments.

ESSENTIAL FUNCTIONS:

1. Meets regularly with students on the caseload.
2. Creates individual plans for each student to increase attendance and classroom success.
3. Monitors individual plans through the use of data and communication with teachers and parents
4. Participates in staffing meetings related to students of the caseload.
5. Finds resources for students and families to fill gaps in understanding and skills to attend and pass classes.
6. Communicates with teachers and other staff about their role.
7. Assists in the monitoring and management of students during passing time, lunch, and other free time according to their work schedule.
8. Works as a part of the RTI team to identify students for support and reports to the team the student progress to meet their goals.
9. Frequently calls and emails parents and teachers to share and obtain crucial information about the students.
10. Uses the school information system to track data related to the students that are on the caseload to ensure a timely response to improve student attendance and on-track graduation status.
11. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
12. Frequent and prolonged talking/hearing conversations.

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to employee or student illness or injury.
2. Work is performed in & outdoors around the school building as well the community.
3. This position requires travel between school and work sites. (The employee is responsible for supplying a vehicle for this and other position related travel and will be reimbursed for approved mileage.)
4. Evenings and/or extended work hours are sometimes required.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.
7. May be required to obtain an ODE School Activity Driver's Certification.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 180 paid days, subject to change.
Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires: R - Rarely (Less than .5 hr per day) O - Occasionally (.5 - 2.5 hrs per day) F - Frequently (2.5 - 5.5 hrs per day) C - Continually (5.5 - 8 hrs per day) NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing		X			
Fine manipulation				X	
Using foot control			X		
*Pushing/Pulling (using 2-person lift) Maximum weight: _____ 25 lbs. _____		X			
*Lifting/Carrying (using 2-person lift) Maximum weight: _____ 25 lbs. _____		X			

* Identify items typically moved: Newspaper bundles, wood bundles, recycle bins, wagon, barrels, bags of paper, file drawers