



# LOMPEC UNIFIED SCHOOL DISTRICT

## DISTRICT COMMUNITY LIAISON

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### **JOB SUMMARY:**

Under the direction of an assigned supervisor, provide enhanced communication between the District, schools, and parents for providing information including written translations and oral interpretations on programs/services available to students and families, school and District activities and procedures; ensuring legal compliance; provide translation and interpreting services in order to assist parents regarding District related matters referring families to other agencies; participate as an interpreter in a variety of meetings and fostering an ongoing partnership between the home, school, and District.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide enhanced communication between the District, schools, and parents for providing information including written and oral interpretations on programs and services available to students and families, school and District activities and procedures.
- Maintain a variety of confidential and non-confidential manual and electronic lists and records and document activities, provide up-to-date reference and audit trail to ensure the availability of items.
- Organize, attend, and interpret at District English Learners Advisory Council (DELAC) meetings for the purpose of providing support to the District and parents.
- Participate as an interpreter in a variety of meetings, including expulsion hearings, ELAC meetings, Counselor Intakes, SST, Psychological testing, School Attendance Review Board (SARB) hearings, Individual Education Plan (IEP), parent complaints, and others; assist with communications between District administrator/personnel, school staff/faculty and parents.
- Provide verbal translation and interpreting services to assist parents regarding district related matters to ensuring effective communication between the parent and the district and maintaining an ongoing partnership between the parent and school.
- Refer students and families to outside agencies, including state agencies, medical professionals, counselors, foundations, charities, and others; ensure needs of students and families are met.
- Serve as a liaison between students, parents, teachers, staff, support groups, and outside agencies; communicate and interpret information, resolve issues, and assist with coordinating activities with an emphasis on our Foster Youth and Homeless students/families.
- Translate verbal communications as required in a designated second language with varied vocabulary demands ranging from formal to informal and from academic to legal language; translate newsletters, bulletins, forms, technical terminology, medical terminology, education code used by school psychologists, behavioral plans, Free/Reduced Lunch Applications, Emergency Care Cards as assigned; assist District staff, parents, teachers, and other communicating effectively.
- Travel to parent's homes to assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals as assigned.

- Attend meetings, trainings, and/or workshops for the purpose of conveying and/or gathering information required to perform job functions.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: high school diploma and one-year experience working in community service programs or a related field communicating in English and a designated second language.

Continuing Education/Training

- Training necessary to maintain and/or update skills related to this position.
- Incumbents are required to speak, read and write English and a designated second language.

Licenses and other Requirements

- Valid California Driver's License and Evidence of Insurability
- LUSD Bilingual Certification – Minimum Level 4

Knowledge of:

- Community resource organizations including various federal, State and local agencies to support all students including our Foster Youth and Homeless.
- Organizational operations, policies and objectives.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Policies and objectives of school programs and activities.
- Public speaking techniques.
- Operation of a variety of office and instructional equipment including a computer.
- Compose a variety of documents and facilitate group discussions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include community resources and principles of a community services program.
- Concepts of grammar, syntax, and punctuation.

Ability to:

- Perform liaison duties between administrators, personnel and parents.
- Plan, organize and implement parent education and involvement activities and programs.
- Communicate effectively both orally and in writing.
- Operate a computer and a variety of office and instructional equipment.
- Learn, apply and explain policies, procedures, rules and regulations.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Prepare and present oral presentations.

- Maintain records and prepare reports.
- Read, interpret and follow rules, regulations, policies and procedures.

**WORKING CONDITIONS:**

**Work Environment:**

- Office environment.
- Driving a vehicle to conduct work.
- Constant interruptions.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information in person or on the telephone.

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.

**FLSA Status:** Non-Exempt

**Board Approval Date:** February 14, 2023

**Personnel Commission First Reading:** October 20, 2022

**Personnel Commission Approval Date:** November 17, 2022

**Salary Range:** 35