



LOMPEC UNIFIED SCHOOL DISTRICT

HOME/SCHOOL COMMUNITY LIAISON-BILINGUAL

JOB SUMMARY:

Under the direction of an assigned supervisor, provide support to the instructional program; provide information regarding programs and services available to students and families and school and/or District activities and procedures; refer families to other agencies; foster an ongoing partnership between the home and school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist students, staff, teachers, parents and community members by providing information, applications for services, transporting parents/students, and interpreting technical information.
- Communicate with parents on behalf of school regarding attendance and homework issues, available programs/services, completing paperwork, and related matters; foster and assure an ongoing partnership between the home and school.
- Communicate with teachers, parents and/or appropriate community agency personnel to discuss Individualized Education Plans (IEPs), paperwork and attendance, and provide follow-up; assist in evaluating student progress and/or implementing student objectives.
- Coordinate and make home visits and parent meetings to obtain information and/or discuss needs and problems involving students and their families; communicate with students and families to discuss attendance issues, assess situations, improve communication, and provide information regarding school policies and programs; refer students and families to outside agencies such as State agencies, medical professionals, counselors, foundations, charities as needed.
- Translate communications between District personnel and limited or non-English speaking parents; serve as an interpreter for conferences, telephone calls and meetings as needed; translate IEPs, syllabus, agendas, minutes and other documents as necessary.
- Identify and assist homeless students and their families, and foster youth as assigned by the position; assure students are receiving mandated services; review student housing questionnaires for determination of homelessness; contact parents/guards to verify information on questionnaires as needed; contact State, federal and local agencies as needed regarding the needs of homeless and foster youth; provide information to District and school staff regarding homeless and foster youth.
- Organize a variety of activities such as student clubs, parent meetings, conferences, patriotism activities, and others to support the school and parents, showcase students' talents and abilities, and celebrating the diversity of the community.
- Communicate with District personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.
- Operate a variety of office equipment including a copier, fax machine, printer, computer and assigned software; drive a vehicle to various sites to conduct work.

- Prepare a variety of documents, reports and written materials including registrations, homeless lists, activity logs, phone logs, community resources and others as assigned.
- Provide support assigned administrators and the English Language Advisory Committee (ELAC); organize ELAC meetings as assigned; prepare agendas, minutes, and communications to members and the public; assist administrators with testing activities as required.
- Input student data into an assigned computer system as required; maintain automated records and files; generate computerized lists and reports as directed.
- Participate in a variety of meetings, workshops and committees; maintain current knowledge of program guidelines.
- Perform record keeping and clerical functions such as scheduling and duplicating materials to support the teacher and/or administrator with providing relevant records and materials.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and one year of general clerical experience including some experience working with students or families in community service programs.

Licenses and other Requirements

- Valid California Class C driver's license.
- Incumbents in this classification are required to read, speak and write in a designated second language.

Knowledge of:

- Basic interviewing and advisement techniques.
- Correct oral and written usage of English and a designated second language.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of non-English speaking students.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Record-keeping and filing techniques.
- Basic public relations techniques.

Ability to:

- Serve as a liaison between District schools and parents in support of the instructional program.
- Provide information regarding programs and services available to students and families and school and/or District activities and procedures Establish and maintain contact with families of students.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Confer with families and personnel concerning program and student needs and concerns.
- Learn policies and objectives of assigned program and activities.
- Read, write, translate and interpret English and a designated second language.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

- Meet schedules and timelines.
- Understand and follow oral and written instructions.
- Operate a computer and assigned software.
- Maintain records and files.

WORKING CONDITIONS:

Work Environment:

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

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.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.

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: November 17, 2022

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Salary Range: 29