SITE BILINGUAL COMMUNITY LIAISON
Job Description

JOB SUMMARY

Under the direction of assigned administrators, serve as a liaison between parents, students, teachers, support staff and the community; assist with educational programs, services, and students academic needs and well-being; plan, organize, and coordinate events and activities in support of the district's educational programs; familiar with school, district, county programs and community-based services; provides translations, and perform clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Helps create a welcoming, safe, and supportive school environment.
- Works with staff and parents to assist students with attendance, academics, behavior and health needs.
- Identifies, develops, and implements strategies to increase parent and family participation and involvement in school and district activities and programs.
- Plans,organizes, and promotes parent education opportunities and family events.
- Contacts families and conducts home visitations to assist in their awareness of school policies, programs, and resources for youth and community services.
- Assists families with the completion and submission of a variety of forms, documents, and materials (e.g. registration and enrollment forms, student discipline and attendance, language proficiency surveys, etc.)
- Creates and maintains contact information of LCAP target groups.
- Participates in meetings, workshops, training, advisory committee functions, and school and community activities to attain information to help promote family and community involvement in the educational process.
- Fosters relationships with community groups as appropriate to obtain information, learn about available resources and establish partnerships.
- Assists with educational programs, and district and state testing.
- Collaborates with other Community Liaisons and other district staff for the purpose of developing and sharing strategies, planning and assisting with events, and achieving school and District goals and objectives.
- Coordinates parent meetings, composes mailings, phone contacts, and sign-in sheets.
- Maintains manual and electronic documents, files, and records to create reports and provides up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.

- Provide written translations and oral interpretations.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- School, district, county programs and community-based services related to the needs of identified families
- General principles, practices, and techniques of providing educational assistance to families
- Interpersonal skills, using tact, patience and courtesy
- Effective communication strategies
- Correct English and Spanish usage, spelling, grammar, punctuation, and arithmetic
- Writing conventions
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of identified students and families
- Challenges and concerns of identified students
- District operations, policies, rules, and regulations
- Electronic and manual recordkeeping practices
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email
- Modern office methods, equipment, and procedures

Ability to:

- Establish and maintain effective working relationships with families, students, staff, administrators, and community members
- Communicate effectively (demonstrating empathy and social/self-awareness) with staff, parents, school sites, and community members in both oral and written form
- Speak, read, write in English and Spanish
- Compose written communications applying correct English/Spanish, grammar, spelling, punctuation and vocabulary
- Coordinate and schedule activities, meetings and events
- Identify, understand and resolve issues, complaints and problems
- Work effectively, independently and as part of a team with minimum supervision.
- Maintain confidentiality of sensitive information.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and email to perform job duties efficiently
- Compile, enter and verify data and produce basic reports
- Plan, prioritize and organize work, schedules and timelines
- Work with constant interruptions
- Exercise appropriate judgment when making decisions
- Complete routine tasks thoroughly, accurately and with attention to detail
- Maintain regular and consistent attendance and able to work a flexible schedule

Education and Experience:

- Prefer practical experience in working with school or community programs
- Equivalent to the completion of twelfth grade, including or supplemented by courses in child development or closely related field.

WORKING CONDITIONS

Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

- Daily contact with district, school staff and families
- Constant interruptions
- Moderate to high stress level

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials
- Occasionally lift and/or move up to 25 pounds

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REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

OTHER

- Possession of an appropriate, valid California driver's license
- Employee-provided transportation is required

CLEARANCES

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current Negative tuberculosis (TB) clearance.

Range: 10

Board Approved: May 23, 2023