



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



COMMUNITY LIAISON – BILINGUAL

JOB SUMMARY:

Under supervision of the site administrator or designee, the Community Liaison – Bilingual establishes communication with parents and families of participating students. Develops and maintains effective working relationships with individuals, community groups, public and private family support and social service agencies in planning, receiving and providing needed community referrals; provides required translation and interpretation services for the school as requested. When assigned to the preschool program assists parents in enrolling new students, explaining program, attendance policies, and obtaining student and parent related information.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in that the primary emphasis is to serve as a communication link between administrators, teachers, staff, students, families, and community organizations regarding student welfare, available school/community resources and school program and procedures. Incumbents exercise independent judgment within a framework of regulations, policies, and procedures. The incumbent is required to have extensive student, parent, and public interaction and familiarity with community resources.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Assist staff and/or families in identifying and meeting student needs in the areas of health, welfare, academics and guidance by working directly with students and/or families; *E*

Assist staff and families with facilitating and maintaining communication links; *E*

Frequently called upon to use bilingual skills in various contacts with parents and others in the school environment and attend a variety of meetings to serve as an interpreter, i.e., IEP, SARB, and ELAC meetings, parent conferences, etc.; *E*

Assist school personnel in the recognition and understanding of students' backgrounds and social support needs; *E*

Disseminate school related information to students and parents; *E*

Obtain, develop and maintain current information and referral resources available to meet parents and students psychological, medical, clothing, housing, legal and other needs; *E*

May arrange, coordinate and interpret for educational program meetings and workshops, e.g. School Site Council, PTO or parent groups, English Learner Advisory Committee, Oak View Collaborative, etc., targeted toward parents, families and community members; *E*

May interact with students and families by telephone, during meetings, home visits to provide information and assistance regarding attendance and academic expectations and requirements; *E*

Plan, secure and provide needed community services by establishing cooperative working relationships between the District and a variety of entities and agencies; *E*

Provide representation at meetings of a variety of community based organizations and public agencies to insure visibility, achievement of various school program goals and to interpret for non-English speaking parents and members of the community; *E*

Prepare, make presentations, and represent the school site community before school, agency, business, political, professional and community groups; *E*

Keep student records updated in order to facilitate ongoing communication with students and their families; *E*

Prepare communications, correspondence, and a variety of flyers, newsletters, memos, emails, requisitions and forms; *E*

May be assigned to work directly with students in the classroom according to program policies and guidelines;

Assist in developing parents into school/community leaders by encouraging parent and community involvement in school advisory committees and community activities;

May secure, coordinate and receive a variety of donated resources and coordinate the distribution of food, clothing and supplies to participating students and families;

May coordinate and/or assist with various PTO, parent group, leadership and fund raising activities;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Supervision is received from the site administrator or designee. When assigned to classroom duties, receive direction from certificated/permitted staff.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Community agencies which serve the needs of students and families;
- Cultural diversity and needs of the community served;
- Child and adolescent behavior and development;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications;
- Excellent reading, writing and speaking skills in English and the designated foreign language;
- Simple record keeping.

Ability to:

- Read, write and speak English as well as the designated foreign language;
- Communicate effectively both orally and in writing with a wide range of people including school personnel, agency staff, professionals, legislators, business leaders and community members and groups;
- Use initiative in recognizing community issues as well as students' academic and social needs and develop techniques, resources and materials to meet such needs;
- Rapidly learn relevant procedures and functions and be able to independently apply them as necessary;
- Maintain confidentiality of sensitive and privileged information;
- Organize, coordinate and conduct a variety of meetings;
- Operate various office equipment, including data and word processing equipment and software programs;
- Maintain accurate records;
- Work independently, understand and carry out instructions;
- Work cooperatively in a team environment and effectively with others of diverse cultures and backgrounds;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.
- One of the following is highly desirable:
 - Six (6) units of college level intermediate coursework (200 level or higher) in the designated second language; or
 - Completion of professional interpretation and translation certification in the designated second language; or
 - High school diploma or equivalent completed in a foreign country of the designated language (*Note: it is the responsibility of candidates to include U.S. evaluation of non U.S. diplomas or transcripts with their application*)

Experience:

- Two (2) years of experience and/or training in community development activities, working with multi culturally and socioeconomically diverse populations;
- Experience working with children, adults and/or service organizations is highly desirable.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS WORKING ENVIRONMENT AND HAZARDS:

Frequently sits, stands, walks, stoops and bends; frequently uses arms and hands and repetitively uses fingers on both hands simultaneously; occasionally safely lift, carry, and/or push up to 50 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment and distance vision to drive a vehicle; uses a computer and telephone; works primarily inside and occasionally outside; has frequent contact with students, parents, members of the community and district staff and is frequently exposed to minor, occasionally severe, contagious illnesses; frequently works without direct guidance from the immediate supervisor, occasionally with tight deadlines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 5/99

Last Revised 5/13/04

Reviewed with no revisions effective 12/13/07

Job Description Review and Revisions Effective: 9/11/14

Job Description Review and Revisions Effective: 7/9/15