

School and Family Support Liaison

Purpose Statement:

The purpose of this position is to engage non-English speaking families with the services provided by the school(s). Responsibilities vary with the individual assignment, but typically include interpreting, translating documents, recording school messenger information, working with attendance matters and working with families to optimize the services provided.

Essential Functions

- Interprets information for students, parents, teachers, etc.
- Acts as resource for classroom teachers
- Evaluates family/student needs to assess available services
- Facilitates student involvement in school activities
- Maintains and/or assists with student discipline including maintenance of positive student behavior
- Assists with the supervision of students during building activities, such as assemblies and special programs
- Assists students with building emergency drills

Other Functions

- May serve on building committees
- May attend IEP meetings, parent conferences, etc.
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- Performs other related duties as assigned

Education

- High school diploma or equivalent
- Ability to read, write and speak designated language (e.g. Spanish, etc.)
- Must meet minimum state requirements for Paraeducators

Knowledge and Skills

- Full working knowledge and skills required to perform assigned tasks
- Intermediate experiential skills required to perform assigned tasks
- Complex and adaptive oral/written communications required
- Primary responsibilities require advanced curriculum skills
- The job occasionally is required to function in complex situations

Responsibility

- Tasks require some independent judgment with consultation of supervisor or administrator
- Assigned tasks are filled with discretion, and within general established parameters
- Works independently with minimal supervision
- Occasionally required to resolve unexpected issues
- Regular discretion and access to confidential/privileged information
- Limited risk or impact if errors are made

Planning & Organizing

- Planning/organization of own work and that of others or students
- Reporting required within building or program

Working Conditions

- Few Interruptions
- Limited Deadlines
- Few emotionally charged interactions
- Work regularly performed under ordinary risks or discomfort
- Limited/infrequent exposure to weather conditions
- Infrequent risk/exposure to human borne pathogens
- Work requires normal safety precautions when working with students
- Limited exposure to noise
- Limited standing (1-30%)
- Limited lifting (1-10 lbs. / seldom)
- Frequent prolonged sitting (61+%)
- Limited carrying (1-10 lbs. / seldom)
- Limited stooping and bending
- Limited twisting
- Moderate fine dexterity
- Limited pushing and/or pulling

Required Testing

Successfully pass the Paraeducator Test

Clearances

Criminal Justice Fingerprint/Background Clearance