

SEDALIA SCHOOL DISTRICT #200

Job Title: Ukraine Refugee Student and Family Liaison

Job Overview

- Instructional Asst. Salary Schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Building Administrator and Federal Programs Administrator

Qualifications

- Substitute Certificate required
- Understanding of the role of Instructional Assistant and the public school's relationship to the community and the people served
- Competency in typing and clerical skills
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Work well with others
- Work with little to no supervision
- Maintain confidentiality in all aspects
- Ability to interpret and translate in Ukraine
- Possess an ethical and professional attitude toward colleagues and the policies of the District

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies
- Beginning of day, ending of day, and lunch times may be subject to change to accommodate assigned duties

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth and their families
- Act as the facilitator of communication between LEP students and their families and school staff
- Translate classroom information for LEP students when necessary
- Assist teachers with monitoring student progress and maintaining student records
- Inform school staff to special needs and concerns of individual students
- Develop and maintain a notebook of current resources available to students and their families
- Develop positive interpersonal relationships with students, families and staff
- Maintain records of the parent, student, and school staff contacts and the objectives addressed
- Assist with parent outreach by helping involve families in various education programs and school activities
- Inform the principal and/or teacher of any problem or information concerning an individual student which is relevant to the student's performance at school
- Monitor/consult with school health nurse regarding health-related issues reflecting student achievement
- Provide outreach, referral, and assistance to MO Healthnet eligible and potentially eligible children and their families
- Shall NOT communicate information regarding the student with other staff members or the student's parent/guardian unless directed by the teacher
- Assist parents and families in the facilitation of their support in their children's school adjustment
- Assist parents and families in accessing and utilizing school and community resources.
- Assist personnel in developing and maintaining positive relationships with families.

- Attend parent teacher conferences and professional development as required by the administration
- Attend regular and special meetings as required by the administration
- Work cooperatively with the directors, district coordinators, and administrators in the translation/interpretation of respective program materials and dissemination of information
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administrator or building principal.

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.