

TITLE: Multilingual Education Department Secretary / Parent Liaison

QUALIFICATIONS:

1. High school diploma (minimum); secretarial training
2. Fluent in oral and written Spanish
3. Minimum experience in general or school office work as determined by the board
4. Knowledge of automated office equipment and excellent word processing and secretarial skills
5. Strong analytical, communication, and human relations skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Director of Multilingual Education

JOB GOAL: To provide all administrative secretarial and parent/community liaison duties in the multilingual education department in a professional and respectful manner with parents, students, and staff with a high degree of responsibility, discretion, and confidentiality, using independent judgment in addition to routine work necessary for the smooth and efficient operation of the department.

PERFORMANCE RESPONSIBILITIES:

Administrative Assistant

1. Assist in the preparation of all correspondence and reports emanating from the office of Multilingual Education.
2. Establish and maintain effective filing systems for financial records, orders, receipt of materials, equipment and supplies, administrator travel, screen calls, and visitors
3. Post data and information to cumulative student files, department files, and/or database software programs;
4. Assist in compiling data and resources and in preparing documents and materials to disseminate to appropriate parties
5. Review files, forms, reports, and other documents for completeness, accuracy, and conformity with departmental, office, and district standards
6. Receive, compose, and transmit messages, correspondence, data, reports, and other communications from verbal and/or written instruction or utilizing own initiative in English and a designated language other than English;
7. Coordinate logistics for meetings, professional development, workshops, conferences, interviews, and for adherence to department deadlines.
8. Answer inquiries related to the department, provide information and/or explain rules, regulations and policies for other district employees and the public clearly, effectively and with tact in English and in a designated language other than English
9. Assist the director with special projects required by law, administrative code, etc.
10. Input purchase orders at the direction of the supervising administrator.
11. Perform other related duties and confidential work as assigned by the Director of Multilingual Education

Parent Liaison

1. Engage parents and families through phone calls, social media, and meetings at school or district sites in order to encourage participation in district activities and events, and to gain information and/or discuss needs and problems involving students and their families
2. Provide information to parents concerning district policies and procedures
3. Interpret during parent meetings, as well as translate verbal and written communications as assigned by the director to gain information and/or discuss needs and problems involving students and their families
4. Contact community agencies for the purpose of seeking resources and activities that will increase the participation in ESL/Bilingual families in school and parent training opportunities
5. Support programs and parent workshops (Adult ESL Program, Family Literacy Program, Bilingual Tutorial etc.) for the purpose of increasing ML parent engagement
6. Develop incentive programs for parents to attend bilingual workshops/events and organize a variety of activities related to the Bilingual Parent Advisory Committee
7. Participate in a variety of meetings, workshops, and committees to convey and/or gather information required to perform functions and remain knowledgeable with program guidelines
8. Maintain district ESL/Bilingual department webpage and social media accounts
9. Performs other services that will enhance student achievement and home/school collaboration for students and their families
10. Perform other position-related duties as assigned by the Director of Multilingual Education

TERMS OF EMPLOYMENT: 12-month association employee

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.