

Job Description

Position Title	Lead Cultural Liaison and Interpreter		
Building	District	Department	Activities/Academic
Hours	Varies	Supervisor	Principals
Band and Grade	B23	Tools and Equipment	Computer, applicable software, phone, and copier

Primary Function	The Cultural Liaison will develop and sustain a trusting and supportive relationship between students, families, and the district personnel by facilitating communication between students, families, and the school district.
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Essential Duties	
1	Develop relationships with families and work cooperatively with all staff to communicate back and forth in their language.
2	Assist new families and students as they enroll in school, guide them in what they need to know about GSL, and help file paperwork.
3	Collaborate with community resources to provide appropriate services for students and families when they request it. (Common cup, food shelf, Adult community ED, ECFE, after school programs, Hispanic Outreach meetings, Summer school, etc.).
4	Act and advocate for students and families to provide an equal learning opportunity; helps students to be successful in the learning environment by understanding the student's needs.
5	Conducts home visits, when appropriate, to better assess and understand the needs of each family. Bring missing assignments to student's home, as well as work with parent and students at home.
6	Translate and communicate school documents.
7	Interprets for and participates in informal and formal meetings (IEPs, Conferences, etc.) as needed.
8	Facilitate communication between students, parents, and school staff. Promotes a better understanding between cultural and ethnic groups within the community.
9	Serves as a bridge between the schools and families, and advocate educational equity for all students and families.
10	Work with principals to develop a positive building climate that leads to educational equity and student achievement for all students.
11	Act as a consultant to staff regarding culture of students and families.
12	Monitor students' academic progress and work with staff to develop academic success plans (interventions for students who have limited English).
13	Provide conflict resolution regarding absenteeism, tardiness, behaviors, etc. when required.

14	Identify and recruit migrant children ages 0-21, who have not received a high school diploma or equivalent.
15	Yearly certification to determine eligibility for Title 1 Part C Migrant Education Program. Completing Certification of Eligibility (COE) and processing them through the state Migrant Program Services website.
16	Manage the state migrant education data base (MIS2000) and the national data base (MSIX).
17	Collects and maintains information on families who are migrant; visits homes and completes forms; attends migrant workshops; communicates with state liaison.
18	Assists families in problem solving; works at the Summer Migrant Education Program (SMEP) as the recruiter and interpreter.
19	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of experience working with children, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Yearly certification to determine eligibility for Title 1 Part C Migrant Education Program.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of fluent Spanish. • Knowledge of District policies and building rules. • Knowledge of basic office equipment and procedures.
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Skills Required	<ul style="list-style-type: none"> • Skill in relating to and understanding children and parents. • Skill in developing a rapport with children and explaining concepts in a simple and understandable manner. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc., sufficient to exchange or convey information and to provide and receive work direction. • Skill in communicating in Spanish.
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Physical Activities/ Requirements	<p>Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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