

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: PARENT LIAISON - BILINGUAL

BASIC FUNCTION:

Under the direction of Assistant Superintendent of English Language Services and Community Engagement or designee, the Parent Liaison - Bilingual supports districtwide efforts to strengthen relationships between families and schools. This position works collaboratively with Community Schools Outreach Coordinators, site staff, and community partners to inform, connect, and empower families, with an emphasis on outreach and bilingual communication across school sites.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Conduct direct outreach to families through phone calls, home visits, and in-person contact to build relationships and encourage school involvement.

Assist families in understanding school expectations, procedures, and available support, and help them access those services.

Provide oral interpretation and written translation for school meetings, events, and district communication.

Help plan and support parent education workshops, informational sessions, and school-based activities to promote family participation.

Serve as a point of contact for families with questions or concerns, referring them to appropriate staff or services as needed.

Distribute culturally and linguistically appropriate materials to families regarding student services, programs, and events.

Promote parent involvement in school and district events, including volunteer opportunities.

Maintain records of family contacts and participation in engagement activities.

OTHER DUTIES:

Support school sites and staff in fostering welcoming environments for all families.

Attend school and community events to strengthen school-family partnerships.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

PC Approved 4-1-2025

Effective strategies for engaging families in diverse school communities.
Cultural and linguistic needs of families in the district.
Basic structure of school programs and support services.
Methods of communication, conflict resolution, and active listening.
Community resources available to students and families.
Record-keeping and general office procedures.
Use of computers and software including Google Workspace and communication platforms.

ABILITY TO:

Build trusting relationships with families, particularly those who are underrepresented or face barriers to engagement.
Communicate clearly and effectively in English and a designated second language, both orally and in writing.
Provide accurate interpretation and translation during meetings and in correspondence.
Respond with sensitivity to family concerns and needs.
Organize and support school and parent events with attention to detail.
Travel to school sites and family homes as needed.
Maintain confidentiality and professionalism in all interactions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through a high school diploma or equivalent and at least two years of experience supporting family or community engagement in an educational or public service setting. Experience in a school district is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Incumbents in this classification are required to read, write and speak in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office, school, and community environments.
Driving a vehicle to conduct work.
Some evening and weekend work required for events and meetings.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.