

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Family Outreach Liaison-Bilingual

Classification: Classified

FLSA: Non-Exempt

Range: Classified Salary Schedule

Reports to: Site Administrator

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and one year experience in a field which involves working with the public and/or minority communities and a thorough knowledge of and experience in the community.

Licenses and other Requirements:

Valid California driver's license

Must pass bilingual proficiency test

Must be "Highly Qualified" (NCLB Compliant) having a high school diploma or equivalent and one of the following:

-2 years of study equal to 48 units

-Associates or higher degree

-Ability to pass the instructional aide proficiency test

SUMMARY

Under the direction of the site administration and with support from District Parent Involvement Coordinator, assist in the engagement of parents and the community in the education and academic achievement of our children; focus on person-to-person interactions and practices; expand the knowledge, activities and expertise that exist at the site; support all areas as they relate to parent/community professional learning and engagement.

SPECIFIC RESPONSIBILITIES

1. Establish and maintain positive relationships with community entities, individuals and groups; promote effective communication with parents and the community; promote positive public relations; and identify resources for information and assistance.
2. Serve as a liaison and community resource for secondary level students, staff, parents, parent groups, community groups and advisory committees.
3. Plan, develop and implement informational and educational programs for parents and families based on interest and need.
4. Assist with coordination of parent advisory meetings/committees.
5. Assist in assessing community needs and interests and make recommendations for programs.
6. Assist with planning, development, implementation and monitoring of the Parent Engagement component of the School Site Plan.
7. Make referrals to outside agencies as necessary.
8. Assist in planning and implementing multicultural events.
9. Provide orientation and materials for new parents.
10. Train and collaborate with site administration and district Parent Involvement Coordinator.
11. Make parental contacts related to school activities.
12. Participate as a team member for specific student needs; assist in meeting these needs with purposeful interaction among participants (parents, students, and school staff) as necessary.
13. Recommends, collects and provides special resource materials/activities.

14. Assist in developing and implementing strategies to publicize parent programs.
15. Provide interpretation and translation services from English to a second language as necessary for parent outreach programs.
16. Monitor effectiveness of parent programs and community resources.
17. Operate a computer and other office equipment.
18. Attend meetings, trainings, and workshops.
19. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees, including integrity, initiative, dependability, flexibility, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Correct oral and written use of English and a designated second language.
- Interpersonal skills using tact, patience and courtesy.
- Policies and objectives of assigned program.

Ability to:

- Organize work and establish priorities.
- Establish a welcoming, friendly environment.
- Establish and maintain cooperative working relations with students, staff and relate effectively with parents and community.
- Communicate effectively both orally and in writing.
- Read, write and translate English and a designated second language.
- Speak and interpret English and a designated second language.
- Speak, read and write a designated second language as assigned.
- Analyze situations accurately and adopt an effective course of actions.
- Maintain current knowledge of programs, regulations and requirements.
- Maintain records and prepare reports.
- Plan and organize work.
- Perform clerical duties as needed to implement program objectives.
- Work effectively in a multi-ethnic setting.

PHYSICAL ABILITIES

Flexibility

Work in a busy environment with interruptions.

Use of own vehicle.

Daily contact with students, parents, teachers, administrators, community agencies, the general public and community members.