

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Community Liaison-Bilingual

**Classification:** Classified

**FLSA:** Non-Exempt

**Range:** Classified Salary Schedule

**Reports to:** Site Administrator

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### **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 unites

-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. Assist in coordination of parent activities and provision of parent training at the school site
3. Assist in assessing community needs and interests and make recommendations for programs.
4. Make referrals to outside agencies as necessary.
5. Assist in planning and implementing multicultural events.
6. Provide orientation and materials for new parents.
7. Train and collaborate with site administration and district Parent Involvement Coordinator.
8. Assist in coordinating educational workshops for parents based on parent interest and need.
9. Make parental contacts related to school activities
10. Recommends, collects and provides special resource materials/activities
11. Assist in developing and implementing strategies to publicize parent programs.
12. Provide interpretation and translation services from English to a second language as necessary for parent outreach programs.
13. Operate a computer and other office equipment.
14. Attend meetings, trainings, and workshops
15. 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 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 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**

Willingness to be flexible

Work in a busy environment with interruptions.

Use of own vehicle if serving more than one site.

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