
BILINGUAL FAMILY LIAISON

JOB DESCRIPTION:

Under the general supervision of the site administrator performs varied clerical tasks. Assists limited English speaking parents and students with school problems.

REQUIRED QUALIFICATIONS (Education and Experience):

- High School Education or Equivalent
- Ability to interact effectively in Spanish and English with students, staff, parents, and the public
- Successful passage of District Spanish Language Test
- Knowledge of basic office procedures
- Able to use a computer for a variety of functions including but not limited to use of the AERIES student information system, word processing and data entry
- Ability to attend evening parent meetings

TYPICAL DUTIES:

- Serves as a school liaison to parents of English Learners. Answers questions via telephone and in person
- Assists parents in accessing the necessary resources and school programs to assist their children in being successful in school
- Performs a variety of clerical duties in the school office
- Help complete reports to both state and federal agencies within the deadline
- Provides both oral and written translations when needed at meetings, home visit, in the office, and on the telephone
- Other related duties as assigned by the site and district administration in support of the English Language Learner program
- Assists students in the classroom

ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom = Less than 25%	3	Often = 51-75%
2	Occasional = 25-50%	4	Very Frequent = 76% and above
4	a. Ability to work at a desk, conference table or in meetings of various configurations		
4	b. Ability to stand and circulate for extended periods of time		
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students		
4	d. Ability to hear and understand speech at normal levels		
4	e. Ability to communicate so others will be able to clearly understand normal conversation		
4	f. Ability to bend and twist, kneel and stoop, run and crawl		
4	g. Ability to reach in all directions		
2	h. Ability to lift 25 pounds		
1	i. Ability to carry 50 pounds		

Immediate Supervisor: Site and/or District Administration

Assignment: Up to 8 hours per day as determined by the Superintendent

Salary: CSEA Salary Schedule: Range 41



