

Job Description

Title: **Bilingual Family School Liaison II**

Reports to: Coordinator of Special Programs

General Summary: The position of Bilingual Family School Liaison involves the coordination and improvement of parent, school, and community communications, and working to improve the academic achievement of students whose home language is other than English. He/She works closely with parents, students, principals, teachers, and central office staff. He/She serves as a liaison between students, parents, schools, businesses, agencies, and the community, to ensure a high quality learning experience that prepares students for the workplace and continued education/training. Assistance is provided to limited English speaking parents throughout the district and across programs, often requiring travel to schools and sometimes to facilities under contract with the district. He/She will also assist employees of the Millard Public Schools who need or desire assistance in communication with parents or district personnel in English.

Calendar Requirements: 210 days

Essential Functions:

1. Serve as interpreter between students, families, and school personnel, in person and on the phone, supporting communication related to the school day, such as grades, absences, truancy, detention and suspension, as well as department-specific communication such as transportation arrangements, Multi-Disciplinary Team (MDT) and Individual Education Plan (IEP) meetings, administration of standardized assessments and language samples, Early Childhood Education, counseling topics such as suicide prevention, depression, drug and alcohol use, community agency referrals, and assisting with special projects such as Project Wee Care and other assistance programs.
2. Prepare written translation of school documents and communication with families related to the topics and departments listed above as well as parent involvement activities and notes home regarding academics and other school-related matters.
3. Assist in facilitating the enrollment process for students who may qualify as limited English proficient (LEP), including meeting with families to assist in the process and gather background information, as well as reporting results of the language proficiency assessment and offering services when appropriate.
4. Support activities sponsored by schools and special programs which provide extended-day learning opportunities for students and encourage parent involvement.
5. Promote cultural awareness among school staff to create a welcoming and accepting environment for diverse families.
6. Make home visits as needed.
7. Provide services as needed year-round, including support during summer programs and summer enrollment of students.
8. Work with and assist employees of Millard Public Schools who do not speak English as a first language.

Qualifications:

1. High School Diploma
2. Fluently bilingual in Spanish and English.
 - a) Must be able to express himself/herself orally and in writing English and Spanish.
 - b) Must be able to serve as an interpreter/translator (orally and in writing) for Spanish-speaking students, their parents, the community, and school personnel.
3. The skills pertinent to positive human relations and the ability to work effectively with principals, curriculum specialists, teachers, central office staff, students, parents, administrators, business, post-secondary institutions, community agencies, and the community.
4. Must have own transportation.

Special Requirements

	Occasional 1-32%	Frequent 33-66%	Constant 67+%
1. Standing		x	
2. Walking		x	
3. Sitting		x	
4. Lifting – 10 lb. Max		x	
5. Carrying – 20 Feet		x	
6. Pushing/Pulling		x	
7. Climbing/Balancing	x		
8. Stooping/Kneeling/Crouching/Crawling	x		
9. Reaching/Handling			x
10. Speaking/Hearing			x
11. Seeing/Depth Perception/Color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

EQUAL OPPORTUNITY EMPLOYER

Updated: 11/11/16