

Sequoia Union High School District

Bilingual Site Parent Liaison

Job Description

<u>JOB TITLE:</u>	Bilingual Site Parent Liaison
<u>CLASSIFICATION:</u>	Classified, OT&P
<u>SALARY SCHEDULE:</u>	OT&P
<u>WORK - YEAR / HOURS:</u>	11 months / 7.5 Hours
<u>LEVEL:</u>	14
<u>LOCATION:</u>	Various
<u>BOARD APPROVAL:</u>	January 18, 2023

DEFINITION

Under the supervision of the Principal or designated Administrator, the Bilingual Site Parent Liaison will engage with and involve parents in the school community by working with the site administration, school staff, school leadership teams, parent groups, and advisory councils.

ESSENTIAL DUTIES

- Welcome and assist families by communicating necessary information regarding student progress (grades, units), grading policies, homework policies, attendance rules and procedures, behavior policies, discipline procedures, food service options, health information and other student support programs to parents of English Learners through school and individual meetings.
- Assist school site with communication to families.
- Assist English Learner families and students to fully understand student behavior expectations and consequences.
- Provide information and assistance to families regarding school, community and social service resources. Perform a variety of specialized duties to engage and inform parents of school site and district parent education opportunities.
- Serve as a resource to and provide information about the structure of US schools/Pathway planning (High School Graduation, A-G Requirements, CTE, Advanced Courses and Reclassification) and connecting students and families to school and community-based resources.
- Continue to communicate with English Language Learners and their families to inform them of the importance of participating in school functions such as Compass, Back to School, Parent Conferences, Open House, and other school-site events by making personal contacts, and answering questions.
- Plan, outreach and execute parent meetings for ELAC and Title I parents.
- Support parents in attending DELAC, and other district and school site meetings including but not limited to making initial personal contacts and follow-up contacts.
- Maintain meeting documentation (notices, minutes, parent logs, agendas, letters, etc.)
- Establish and maintain positive relations with youth-based community entities, individuals, and groups in order to promote and maintain positive public relations.
- Promote effective communication with parents and the community, and identify resources for information and assistance.
- Meet with English Learner Coordinator and District Newcomer Family Liaison regularly to collaborate and discuss ideas and procedures to serve the needs of families and students.
- Design and conduct academic support as English Learner students transition to mainstream.
- Participate in parent/teacher conferences, IEP meetings, 504 meetings or other meetings related to student needs for those parents/guardians who request and/or agree to additional support as provided

by the Bilingual Site Parent Liaison. (The Bilingual Site Parent Liaison will not function as the official interpreter or translator for these meetings.)

- Participate in guidance related activities, such as, testing, award ceremonies, graduation, etc.
- Participate in staff development and in-service training programs including conferences and District Professional Development days.
- Optional attendance to annual California Association for Bilingual Education (CABE) Conference. May include providing assistance to parents attending the conference including navigation of conference and workshop selection.
- Translate for staff members, administrators, and non-English speaking parents regarding students whose parents/guardians have requested and/or agreed to the additional support provided by the Bilingual Site Parent Liaison.
- Promote teamwork by sharing knowledge, cooperation with others, participating in meetings and work groups, and supporting the goals and objectives of the school/district.
- Keep related records and prepare reports.
- Perform other related duties as assigned.

REQUIRED QUALIFICATIONS

- Fluency in spoken and written Spanish.
- Class C California Driver's License and a reliable vehicle
- Willingness and ability to work a flexible schedule that may include evening hours.

DESIRED QUALIFICATIONS AND EXPERIENCE

- Experience working with students in a high school environment.
- Considerable organization, communication, and interpersonal skills.
- Considerable knowledge of school and district operations and practices.
- The ability to establish and maintain effective working relationships.
- Be able to perform duties following guidelines but with a degree of independence demonstrating
- excellent work habits and judgment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Language and culture of LatinX, Migrant Education, and English Learner students.
- Effective community outreach strategies.
- Effective planning, organization, and delivery of parent education.
- Proper English usage, grammar, punctuation, vocabulary, and spelling.
- District and school policies and procedures.
- Proper Spanish usage, grammar, punctuation, vocabulary, and spelling.
- District student information system and programs.
- Record keeping and report preparation techniques.

Skill to:

- Analyze situations and take appropriate and effective actions.
- Remain calm and patient in stressful situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Conduct effective community outreach and to develop and organize parent education sessions and a variety of parent meetings.
- Establish and maintain related records.

- Respond to changing rules and regulations.

Ability to:

- Develop and maintain effective interpersonal relations using tact, patience, and courtesy.
- Use related software computer programs including programs such as Microsoft Word, Excel, Google Drive, Zoom and PowerPoint.
- Work independently and use sound judgment within scope of authority.
- Interact and communicate effectively with diverse student, parent, and teacher populations.
- Organize and conduct meetings.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and view a computer monitor.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

ENVIRONMENT

This position typically works in an office environment at a school site within the District