

# *Sequoia Union High School District*

## **Job Description**

**JOB TITLE:** District Newcomer Family Liaison  
**CLASSIFICATION:** Classified, OT&P  
**SALARY SCHEDULE:** OT&P  
**LEVEL:** 15  
**LOCATION:** District Office  
**BOARD APPROVAL:** June 23, 2021

### **DEFINITION**

Under the supervision of the English Learner and Literacy Coordinator, the District Newcomer Family Liaison will assist with the planning, organizing, developing, and directing the engagement of Newcomer English Learner parents in the education and academic achievement of students. The District Newcomer Family Liaison supports the implementation of the Newcomer Welcome Center; assists with the identification of parent engagement needs; disseminates information to parents; and assists parents in navigating the school system and advocating for the inclusion of parents in decision making groups. The District Newcomer Family Liaison supports site personnel in outreach to English Learner families.

### **ESSENTIAL DUTIES**

- Perform a variety of specialized duties to engage and inform all parents in district and school site parent education opportunities and input opportunities.
- Assist Newcomer families by communicating necessary information regarding student progress (grades, units), grading policies, homework policies, attendance rules, discipline procedures, and health information to parents of English Learners through school and district level group and individual meetings.
- Serve as the initial “point of contact” for Newcomer EL families at the district level; to answer questions related to enrollment, school placements, FRLP applications. Support newcomer families in the completion of Initial ELPAC, and other initial assessments and intake processes.
- Serve as a resource to and provide information about the structure of US schools/Pathway planning (High School Graduation, A-G Requirements, and Reclassification) and connecting students and families to school- and community-based resources.
- Help with the transition of newcomer families to their assigned school and continue to communicate with newcomer families to inform them of the importance of participating in school functions such as Back to School, Parent Conferences, Open House, and other school-site events by making personal contacts, and answering questions.
- Communicate the purposes for the ELPAC and other state and district tests and assist parents in understanding individual student outcomes through personal contacts, and one on one meetings.
- Support parents in attending DELAC, and other district meetings by making initial personal contacts and follow-up contacts.

- In collaboration with the EL Coordinator, facilitate regularly scheduled meetings with the EL parent liaisons at the school sites in order to plan and coordinate offerings to the respective parent committees.
- Assist newcomer parents and students to fully understand student behavior expectations and consequences.
- Establish and maintain positive relations with youth-based community entities, individuals, and groups, promote effective communication with parents and the community; promote positive public relations; and identify resources for information and assistance.
- Establish and maintain access to all parent and community groups, and distribute information concerning district and school activities.
- Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district.
- Translate for staff members, administrators, and non-English speaking parents.
- Keep related records and prepare reports.
- Participate in staff development and in-service training programs.
- Perform other related duties as assigned.

### **REQUIRED QUALIFICATIONS**

- BA or BS Degree and/or equivalent knowledge and experience in public school systems and educational policy.
- 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 various school sites and the District Office.