



Sequoia Union High School District

Job Description

JOB TITLE:	Bilingual Site Parent Liaison
REPORTS TO:	Instructional Vice Principal
CLASSIFICATION:	Classified
SALARY SCHEDULE:	13
WORK - YEAR / HOURS:	11 months / 7.5 hours
LOCATION:	Various
BOARD APPROVAL:	December 11, 2013

DEFINITION

Under general supervision of the Instructional Vice Principal, 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.

DISTINGUISHING CHARACTERISTICS

Knowledge of:

The school community, culture, customs and challenges associated with students/families served.
Social services and educational and social interventions.

Educational system objectives, programs and requirements.

EXAMPLES OF DUTIES

1. Provide information and assistance to families regarding school/community/social service resources and encourage problem resolution.
2. Conduct informal/formal assessments of parents/guardian needs.
3. Conduct informational meetings, conferences and workshops for families to inform, train and encourage full participation in the educational system.
4. Welcome and assist parents who visit the school for information on the progress and attendance of their students.
5. Work closely with parent and community groups.
6. Maintain documentation (notices, minutes, parent logs, agendas, letters, etc.).
7. Facilitate workshops for parents of bilingual students.
8. Participate in guidance related activities, such as, testing, award ceremonies, graduation, etc.
9. Disseminate college and post secondary information related to making the option of college attendance available to all students.
10. Work with parents and students to provide information on post secondary options.
11. Encourage underrepresented students to enroll and be successful in advanced courses.
12. Design and conduct academic support programs for students as they transition to mainstream.

13. Monitor parent involvement by tracking attendance at parent meetings.
14. Serve as facilitator for voicing parent concerns and issues.

QUALIFICATIONS

Bachelor's degree from an accredited college and two years of experience in a high school setting in an area related to the duties described above.

- Excellent oral and written bilingual (English/Spanish) skills
- A flexible schedule with respect to work hours (including some evenings and Saturdays) in order to meet the needs of the parents.
- Experience working with families and parents on education and or community issues.
- Experience with Categorical Programs
- Proficiency with Microsoft Office

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.
- Physical ability to sit or otherwise remain stationary at work post for long periods.

OTHER REQUIREMENTS

May require a valid California Driver License, and willingness and ability to travel to various sites within the Bay Area.