

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**TITLE:** Parent Liaison, Bilingual (Spanish)

**CLASSIFICATION:** Classified (SEIU)

**REPORTS TO:** Principal

**RANGE:** 290

**WORK YEAR:** 9 Months

**CLASS:** Administrative Support

**BOARD APPROVAL:** 1/14/16

**BOARD REVISION:**

**PRIMARY FUNCTION:** Under general supervision, to perform a wide variety of support services for the parents of students who are classified as English Learners; to conduct outreach to the parents of socioeconomically disadvantaged students, homeless, and foster youth; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by enhancing communication and interaction between the home and school and providing the parents of English Learners with strategies to promote their children's educational success.

**SUPERVISION OVER:** Students

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Identifies students in the target populations [i.e. English Learners, socioeconomically disadvantaged students, homeless, and foster youth – those students in the Supplemental Concentration Grant (SCG) population] and acts as a liaison for the school to heighten their parents' involvement.
- Greets and provides assistance, information, and materials to Spanish-speaking visitors, parents, students, and the public regarding school programs and policies, referring the most complex inquiries to the appropriate administrator.
- Explains school and District policies, procedures, and instructional programs to the parents of English Learners.
- Assists parents of English Learners with all aspects of student registration including but not limited to academic assessment, language evaluation, food services, transportation, health services, etc.
- Conducts parent outreach by contacting English Learner parents to inform them of services provided by the school and making phone calls on behalf of teachers and administrators to update English Learner parents on student academic progress, attendance patterns, behavioral concerns, and/or personal issues.
- Provides immigrant, migrant, and English Learner parents and students with information about student academics and assists them with contacting the school to seek information regarding student performance.
- Makes phone calls to English Learner parents and develops and sends a bilingual flyer to all parents to inform them of English Learner Advisory Committee (ELAC), School Site Council (SSC), and Parent Teacher Organization (PTO) meeting dates, times, and topics, and encourages their participation in these associations.
- Assists principal in planning and providing professional development to the parents of English Learners [i.e. offering training about English Language Advisory Committee (ELAC) responsibilities, accessing academic records to understand student progress, and presenting about topics of parent interest].
- Assists principal in developing and offering training to parents of English Learners (i.e. setting expectations for student achievement, parental involvement in the educational process, encouraging family literacy, homework policies and assistance, monitoring school assignments and setting academic goals, etc.) in an effort to connect families and teachers and to improve student learning and performance.

- Provides accurate oral interpretation during meetings, conferences, and events.
- Translates a variety of documents and publications (e.g. agendas, minutes, newsletters, bulletins, etc.) with accuracy.
- Assists with design, translation, and administration of various student and parent input surveys.
- Works collaboratively with local service organizations and agencies to provide resources to English Learners and their families.
- Conducts routine clerical duties including but not limited to, composing correspondence, scheduling appointments and various functions, compiling reports, operating standard office machines, filing documents, etc.
- May act as a receptionist and either furnish desired information to parents of English Learners and other Spanish-speaking callers or refer them to the proper authority/resource.
- May assist with the preparation of materials and agendas for staff and association meetings.
- May be required to attend and participate in evening school or District activities.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent.
- Bilingual in English and Spanish required.
- Successful experience working with English Learners in a public school setting preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California Driver's License; insurable status by the District's carrier, and the use of a personal vehicle in some cases.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

**KNOWLEDGE OF\*:**

- Correct grammar, spelling, punctuation, syntax, and idiomatic usage of English and Spanish.
- Oral and written communication skills.
- Receptionist and telephone techniques/etiquette.
- Modern office procedures, methods, and equipment including computers.
- Objectives, organization, policies, and programs of the school and District.

**ABILITY TO\*:**

- Speak, read, and write effectively in English and Spanish.
- Communicate clearly, concisely, and correctly, both orally and in writing.
- Plan, translate, and interpret oral presentations.
- Read, learn, interpret, and make minor decisions in accordance with District and school policies, programs, mission, and vision.
- Establish strong and meaningful rapport with English Learners and their parents.
- Conduct outreach to parents of target population students and sustain their involvement.
- Organize and manage multiple tasks, set priorities, and meet deadlines.
- Operate a personal computer and peripheral equipment using District software.
- Operate a variety of modern office machines and equipment.
- Demonstrate proficiency in keyboarding and typing.
- Perform a variety of routine clerical duties and develop and maintain organizational systems.
- Maintain confidentiality of privileged information obtained in the course of work.

- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have a fundamental working knowledge of these concepts, practices, and procedures and the ability to use them in various situations.*

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS** (*With or without the use of aids*)\*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- May require traveling in a vehicle to job assignments.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** Indoor office and/or school setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; in a vehicle traveling to job assignments.