

FALLBROOK UNION HIGH SCHOOL DISTRICT
POSITION DESCRIPTION
District Bilingual Parent Liaison

BASIC FUNCTION:

The Parent Liaison (Bilingual) is responsible for facilitating access of language minority families to district programs and services, conveying information regarding school and/or district activities and procedures to language minority families; and assisting with families' requests and/or concerns.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Assists language minority families, including students, in locating community resources for the purpose of promoting parent effectiveness and student achievement.
- Coordinates and/or assists with the organization and implementation of events and activities for the purpose of promoting parent involvement, and provide informational workshops to parents on relevant, educational topics.
- Conveys parents' questions and concerns to appropriate school staff for the purpose of supporting student success.
- Assists language minority parents/guardians in accessing the Aeries Browser Interface Parent Portal.
- Interprets and translates information (e.g. school closures, locations, hours, etc.) for the purpose of assisting in the communication between language-minority families and school staff and assisting the students and their families in completion of required forms.
- Prepares written materials (e.g. reports, memorandum, letters, etc.) for the purpose of documenting activities, providing resources information and/or conveying information to parents, school officials and community members.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Translates written and/or verbal communications (e.g. telephone calls, notes, bulletins, progress reports, etc.) for the purpose of keeping parents informed of matters concerning the education of their children and informing them of district-sponsored events and activities.
- Assists ELL Coordinator and other assigned administrative personnel as may be required for the purpose of supporting them in the completion of their work activities related to parent outreach
- Participates in the FUHSD District English Learner Advisory Committee
- Participates in required in-service activities for the purpose of maintaining and enhancing work related skills
- May provide transportation for parents to parent involvement activities, conferences and trainings in the area.

- May provide transportation for students to work-related activities.
- May conduct home visits
- Hours flexibly scheduled to include evenings one to two days a week to accommodate the needs of working parents.

QUALIFICATIONS:

Knowledge & Abilities in the following areas:

- Effective writing and verbal skills in English and Spanish
- Independence and initiative in performing job duties
- Proficiently operate standard office equipment
- Communicate effectively with students, parents, public and staff
- Compile and maintain accurate records and reports
- Understand, carry out, and give oral and written directions
- Work efficiently under pressure with interruptions.
- Public speaking may be required

Experience and Education Required: AA degree or equivalent coursework

Physical Requirements: Ability to sit and view a computer monitor for extended periods of time; dexterity of hands and fingers to repetitively operate a computer keyboard, and other office equipment; visual ability to read (which may be corrected) printed matter and computer monitor display; ability to kneel and bend at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects up to 25 pounds.

WORK ENVIRONMENT: Office Environment: Lifting, pushing, and/or pulling objects normally does not exceed 50 lbs. and is an infrequent aspect of the job. This position required mobility of arms to reach and dexterity of hands to manipulate small objects.

Supervisor: District English Language Learner Coordinator

Work Year: 11 months

Work Day: 8 hours a day, flexible scheduling of hours

Salary: Range 19 on the Classified Salary Schedule

Overtime Status: Non-Exempt