

	<p style="text-align: center;"><b>Classified Position Description</b></p> <p style="text-align: center;"><b>Bilingual Home/School Liaison*</b></p>	<p>Initial Date: September 4, 2010  Board Approval: September 28, 2010  Revision Date:  Personnel Commission: October 20, 2010  Range: 39</p> <p>Reports to School Site Administrator</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

The Home/School Liaison works under the direct supervision of the school principal to provide a link between home and school and actively works to strengthen that link for bilingual students and their parents/guardians.

**REPRESENTATIVE DUTIES:**

- Provide verbal and/or written interpreter/translator services for students and their parents.
- Assist with student assessment.
- Assist with student enrollment.
- Assist with student and parent activities sponsored by the school.
- Assist with outreach activities such as contacting parents/guardians about attendance, discipline, and related issues.
- Assist in the compilation and distribution of academic support services information.
- Assist in the compilation and distribution of extended learning services information.
- Assist in the compilation and distribution of community and health services information.
- Assist in the compilation and distribution of parent education and services information.
- Assist and support students and their parents in accessing these services.
- Conduct an active identification and recruitment for students in need of such services including home visits if needed.
- Attend parent meetings after school and in the evening.
- Maintain logs and other records of contacts and activities.
- Complete other duties related to the job as assigned by the school principal.

**EMPLOYEE STANDARDS:**

- Knowledge, Skills and Abilities Required:
- Knowledge of the typical needs of students and their parents.
- Knowledge of district programs and services.
- Knowledge of community programs and services.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Ability to speak, read and write a second language\* fluently.
- Ability to establish and maintain effective relationships with students and their parent.
- Ability to establish and maintain effective relationships with school staff.
- Ability to establish and maintain effective relationships with community providers.
- Possess or obtain a valid driver's license.

**WORKING CONDITIONS:**

- School and home environments.
- Driving a vehicle to conduct home visits.
- Physical demands
  - Dexterity of hands and fingers to operate a computer keyboard.
  - Hearing and speaking to exchange information in person and on the telephone.
  - Sitting for extended periods of time.
  - Seeing to read a variety of materials.
  - Bending at the waist, kneeling or crouching to file materials.
  - Reaching overhead, above the shoulders and horizontally.

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent.
- A valid California driver's license.
- Experience working with school-age children.
- Fluent in Spanish and English.

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

\*Current language needed is Spanish.