

Corning Union Elementary School District
Job Description

JOB TITLE: BILINGUAL AND MIGRANT EDUCATION LIAISON

Salary Range:	17	Department: Bilingual & Mig. Ed. Liaison
Reports To:	Asst. Principal or Designee	Approved by: Board of Trustees June 19, 2019 (revised salary range)

POSITION SUMMARY:

Under the supervision and direction of the designated Assistant Principal or designee, the District Bilingual and Migrant Education Liaison will be responsible for the facilitation of the individual school parent component and activities related to the participation of parents and families in the schools' programs. This position will also serve as the liaison between non-English speaking families and the school sites and the District regarding issues such as, but not limited to: health services, special education, academic testing, etc. Given the nature of activities within the school system, the work schedule of this position must be flexible.

ESSENTIAL FUNCTIONS:

Assists in coordinating school related activities including evening events.

Assists District administrators, psychologists, nurse and health aides, special education staff and school offices with referrals from non-English speaking parents.

Assists administrators, school psychologists, District support staff, and special education teachers with translations of IEPs, assessments, newsletters, enrollment packets, scheduling of meetings and student records for non-English speaking parents.

Assists District staff in the administering and scoring (when applicable) of CELDT, LAS, SABE, STAR, and other assessments as required.

Assists school administrators in communicating with parents issues regarding student discipline, attendance, and counseling.

Assists District teachers in parent conferences when translation services are required.

Assists with publicity concerning parent and school activities.

Provides recognition of volunteer efforts.

Interacts with students, staff, and parents in a respectful, professional, supportive, friendly, and helpful manner.

Has knowledge of and communicates District rules, policies, etc., with volunteers and

parents.

Participates in the organization and implementation of parent education activities.

Performs related work pertaining to parent involvement as assigned by the site principal and/or his/her designee.

Recruits, encourages, motivates, and organizes active parent participation in school activities.

Reads, interprets, gathers data, and translates various documents such as: Safety Rules, Procedure Manuals, IEPs, assessment data, health information, etc., for non-English speaking parents. Assists parents with completion of various forms.

Serves as the host to newly enrolled families at the school site.

Survey eligible parents and community members for potential Parent Advisory Committee or School Site Council members. Contacts parents and invites them to attend these group meetings.

NONESSENTIAL FUNCTIONS

Home visitations as needed.

Other duties as assigned.

QUALIFICATIONS:

High school diploma or equivalent

Basic knowledge of office procedures and computer software (Word, Excel, internet, data entry, etc.) and the ability to learn other programs as required by the District.

Demonstrate the ability to translate complex concepts into simple models that can be more easily understood by the general public.

Must be self-motivating and have the ability to work independently, with or without supervision.

Demonstrate experience, organizational skills, and a willingness to work with parents, school, and community.

Ability to read, write and communicate effectively with correct usage of English and Spanish.

Ability to use discretion, tact and confidentiality when dealing with the public and parents.

Ability to get along with people and children of all ages.

Must have personality to maintain human relationships required by a public service agency, and the ability to deal effectively with staff, parents, students, administration, etc.

Knowledge of District and school policies and programs.

Ability to pass initial fingerprint and drug screening.

Possess a valid California Driver's License.