

WILLOWS UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

CLASS TITLE: BILINGUAL PARENT LIAISON

Classification: Range 35

BASIC FUNCTION:

Under the general supervision of the Director of Student, Family & Community Engagement, the Bilingual Parent Liaison facilitates increased parent involvement in the District. The Parent Liaison serves to establish effective communication between families, schools and the community, improve community outreach, and facilitate training opportunities for parents or guardians, which will support academic achievement for students.

REPRESENTATIVE DUTIES:

- Contact parents/guardians, families and community members / groups through electronic communications, home visits, and meetings at school sites in order to encourage participation in school and/or District activities and events.
- Provide information to parents/guardians concerning District policy and procedures such as registration, curriculum, assessment, and discipline as stipulated in site and District policies.
- Respond to inquiries from a variety of sources (e.g., parents, community agencies, auditors) for the purpose of providing information and/or direction.
- Provides information and assistance to families regarding school/community/social services resources and encourages problem resolution.
- Conducts informal/formal assessments of parent/guardian needs.
- Conducts informational meetings, conferences, and workshops for families to inform, train, and encourage full participation in the educational system.
- Work collaboratively with site personnel (i.e. site administrator, counselor, nurse, resource staff, etc.) to increase parent involvement and help teachers initiate and develop classroom activities in which parents and community members can be involved.
- Facilitate explanation of school and program goals and objectives to the community.
- Attend and participate in school site and District parent/guardian meetings.
- Contact parents to encourage participation on school committees or attendance at special events at the school or District level, including but not limited to English Learners Advisory Committee (ELAC), School Site Council (SSC), Title I Program Services, Local Control Action Plan (LCAP), Stakeholder meetings and parenting programs.
- Support development of parent leadership in the school community.
- Serve as a contact for parents/guardians to call with questions or concerns about school programs, specific activities and events.
- Assist student and parents to receive the services of community resources when the receipt of these services helps to meet school/District program objectives
- Draft and design materials such as flyers, bulletins, newsletters and brochures for special events.
- Maintain a directory of school, District and community services available to meet social and personal needs of school families.
- Serve as an information resource for school-wide and district-wide family involvement efforts and instructional programs.
- Provide translation and interpretation as needed.
- Maintain confidentiality within the scope of duties.

- Maintains regular and prompt attendance in the workplace.
- Other related duties as assigned by the District program administrator.

KNOWLEDGE AND ABILITIES:

- Demonstrate an understanding of District and school site policies, procedures and objectives.
- Demonstrate an understanding and empathy with various ethnic and socioeconomic subcultures.
- To be knowledgeable of challenges in the community which are of concern to the schools.
- Demonstrate effective oral and written communication skills in English and a second language (Bilingual/Biliterate).
- Knowledge of computer software and programs for record keeping and communication between the school site, district office, families and the community.
- Possess strong organizational skills.
- Ability to maintain cooperative working relationships with those contacted in the course of work from a variety of social/cultural backgrounds.
- Ability to relate to families in a caring, respectful manner.
- Ability to communicate effectively with teachers, parent/guardians and families, administrators, students, and staff in a wide variety of situations.
- Ability to prioritize and complete assigned projects and tasks with minimal supervision and direction.
- Ability to operate standard office equipment, including computers and electronic communication devices.
- Ability to maintain required records and files, and produce clear and accurate reports.
- Adjust to flexible working hours; attend night meetings and Saturday conferences when required.

EDUCATION, EXPERIENCE/TRAINING:

- A high school diploma or the equivalent and one of the following: a) 2 years of college (48 units); b) an A.A. degree (or higher); c) Passing score on a local assessment of knowledge/skills demonstrating the equivalent of a-b.
- Basic computer and technology skills.
- Demonstrated experience working with diverse cultures and populations.
- Must possess oral and written bilingual skills at a level sufficient to fulfill the duties of the position.
- Parent or guardian of a current or former student of the local learning community preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver License
- Willingness and ability to travel to various sites within the Willows Unified schools community.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with District office staff, school site staff, students, parents, and the public. In addition, the Parent Liaison may perform duties and responsibilities that occur outside school buildings in support of school related activities and events.