



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Community Liaison – Bilingual

Established date: 6/15/2021

GENERAL PURPOSE

Under supervision of the assigned administrator or designee, the Community Liaison – Bilingual establishes communication with parents and families of participating students. Develops and maintains effective working relationships with individuals, community groups, public and private family support and social service agencies in planning, receiving and providing needed community referrals; provides required translation and interpretation services for the school as requested. When assigned to the preschool program assists parents in enrolling new students, explaining program, attendance policies, and obtaining student and parent related information.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist staff and/or families in identifying and meeting student needs in the areas of health, welfare, academics and guidance by working directly with students and/or families.
2. Assist staff and families with facilitating and maintaining communication links.
3. Frequently called upon to use bilingual skills in various contacts with parents and others in the school environment and attend a variety of meetings to serve as an interpreter, i.e., IEP, SARB, and ELAC meetings, parent conferences, etc.
4. Assist school personnel in the recognition and understanding of students' backgrounds and social support needs.
5. Disseminate school related information to students and parents.
6. Obtain, develop and maintain current information and referral resources available to meet parents and students' psychological, medical, clothing, housing, legal and other needs.
7. May arrange, coordinate, and interpret for educational program meetings and workshops, e.g. School Site Council, PTA or parent groups, English Learner Advisory Committee, District committees, etc. targeted toward parents, families, and community members.
8. May interact with students and families by telephone, during meetings, videoconferencing, home visits to provide information and assistance regarding attendance, academic expectations, policies, and programs.
9. Plan, secure and provide needed community services by establishing cooperative working relationships between the District and a variety of entities and agencies.
10. Serves as a liaison at meetings of a variety of community based organizations and public agencies to ensure visibility, achievement of various program goals and to interpret for non-English speaking parents and members of the community.
11. Prepare, make presentations, and represent the school site community before school, agency, business, political, professional and community groups.
12. Keep student records updated in order to facilitate ongoing communication with students and their families.
13. Translates and interprets verbal and written material (i.e. communications, correspondence, flyers, newsletters, memos, emails, etc.) for accuracy, context, readability, style and appropriate cultural nuances for non-English speaking parents and students.
14. May be assigned to work directly with students in the classroom according to program policies and guidelines.
15. Promotes parent participation and developing parents into school/community leaders by encouraging parent and community involvement in school advisory committees and community activities.
16. May secure, coordinate and receive a variety of donated resources and coordinate the distribution of food, clothing and supplies to participating students and families.
17. May coordinate and/or assist with various PTA, parent group, leadership and fundraising activities.
18. Serves as a resource to families, schools, community and district to promote better relations among home, school and community.

19. Attends a variety of meetings within a flexible work hour scheduling.
20. Perform other duties as required to accomplish the objectives of the position.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Community agencies that serve the needs of students and families.
2. Cultural diversity and needs of the community served.
3. Child and adolescent behavior and development.
4. Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.
5. Excellent reading, writing and speaking skills in English and the designated foreign language.
6. Simple record keeping.

Ability to:

1. Read, write and speak English as well as the designated foreign language.
2. Communicate effectively both orally and in writing with a wide range of people including school personnel, agency staff, professionals, legislators, business leaders and community members and groups.
3. Use initiative in recognizing community issues as well as students' academic and social needs and develop techniques, resources and materials to meet such needs.
4. Rapidly learn relevant procedures and functions and be able to independently apply them as necessary.
5. Maintain confidentiality of sensitive and privileged information.
6. Organize, coordinate and conduct a variety of meetings.
7. Operate various office equipment, including data and word processing equipment and software programs.
8. Maintain accurate records.
9. Work independently, understand and carry out instructions.
10. Work cooperatively in a team environment and effectively with others of diverse cultures and backgrounds.
11. Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is:

- Graduation from high school or GED equivalent.
- Six (6) units of college level intermediate coursework (200 level or higher) in the designated second language are desirable.
- Completion of professional interpretation and translation certification in the designated second language is desirable.

Licenses; Certificates; Special Requirements:

- Two (2) years of experience and/or training in community development activities, working with multicultural and socioeconomically diverse populations.
- Experience working with children, adults and/or service organizations is highly desirable.
- Completion of fingerprinting is required prior to the first day of work.
- Meet District proficiency in English and a designated second language.
- A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

Physical Demands:

- This position classification performs light work that involves sitting a portion of the time, may require lifting up to fifty (50) pounds, pushing and/or pulling of objects, and walking and standing for extended periods.
- Positions in this class require mobility to stand, stoop, reach and bend and dexterity of hands to grasp and manipulate small objects.
- Communicates clearly and is able to understand normal voice conversation.
- Visual acuity sufficient to see small details in an office environment.
- Works primarily inside and occasionally outside.
- Has frequent contact with students, parents, members of the community and district staff.
- Frequently works without direct guidance from the immediate supervisor, occasionally with tight deadlines.

Mental Demands:

This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects and providing oral information.

Reasonable accommodation may be made to enable a person with a disability to perform the essential duties of the job.

WORK ENVIRONMENT

The noise level in this work environment is usually moderate to loud at an acceptable level.

FLSA Designation:	Non-Exempt
EEO Category:	Paraprofessional
Bargaining Unit:	CSEA
Probationary Period:	6 months