

## **Escondido Union High School District Job Description**

**Job Title:** Bilingual Parent Liaison  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Instructional Support  
**FLSA Status:** Nonexempt  
**Salary Level:** 31  
**Approved By:** Board of Education  
**Approved Date:** September 8, 2015

### **NATURE OF WORK**

Under the supervision of a site administrator, establish and maintain effective communication between staff, students, and parents for the purpose of improving student success in the school setting; support students and their families with an emphasis on behavior, attendance, mentoring, and personalized intervention; strengthen parent involvement in the educational process through purposeful communication and informative workshops and events; provide technical communication support to teachers, school administrators and parents.

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

Collaborate with school staff, parents, and partnering agencies.

Identify, develop, and implement strategies to increase parent participation and involvement in educational matters.

Coordinate, publicize and conduct parent education and training opportunities.

Provide support in planning and implementing school-based conferences and events designed to increase parent participation.

Collaborate with College and Career Center staff on activities and related communication.

Contact parents to increase involvement in and gain feedback on educational opportunities, site meetings, parent groups, activities and events.

Assist in establishing and maintaining community partnerships.

Compile and distribute information regarding available community resources and services.

Compile and distribute information regarding parents' rights and responsibilities related to educational programs.

Make visits within the community for the purpose of gaining or sharing information.

Prepare documentation and logs for the purpose of fulfilling program requirements.

Attend meetings, as required, for the purpose of meeting program objectives.

Establish and maintain cooperative professional relationships with students, parents and staff.

Translate parent conferences and written documents between English and Spanish for the purpose of increasing communication, as needed.

Maintain confidentiality of information while ensuring student safety.

Assist in other duties, as needed, for the purpose of complying with program requirements.

Coordinate, conduct, and attend up to twenty evening events to be compensated at an hourly rate of pay.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Bachelor's Degree (B.S. or B.A.) preferred; Associate's degree (A. A.) or equivalent from two-year college or technical school required.

## **KNOWLEDGE OF:**

Modern office methods, procedures and techniques; technology and software; record storage, retrieval and management systems; English usage, spelling grammar and punctuation; working with families and communities; adolescent growth and development; general site and classroom procedures and activities; appropriate referral agencies. Bilingual and biliterate in Spanish required.

## **ABILITY TO:**

Skillfully operate a computer using related application software including Microsoft Word and Excel and student information system; perform general clerical work with speed and accuracy; coordinate and organize presentations; communicate effectively in oral, written, electronic forms, via call out system, and social media to students, parents, staff and the public; establish and maintain cooperative working relationships with students, parents, staff and the public; work confidentially with discretion; understand and carry out oral and written directions with minimal supervision.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Driver's License

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**COMMENTS**

As a representative of the Escondido Union High School District the individual assigned to this position must present a professional appearance and maintain a high quality of professionalism in the performance of the duties of the position.