

Job Title: COMMUNITY LIAISON BILINGUAL

Definition:

Under the general supervision of an Assistant Superintendent- Innovation and Technology Services and the direct supervision of the Supervisor of Operations (Welcome and Wellness Center), performs varied and increasingly responsible School/Community Liaison work.

Distinguishing Characteristics:

This classification is distinguished from other positions in that the incumbent performs a wide variety of bilingual and social functions of the Welcome and Wellness Center and requires specialized skills in the areas of customer service.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Ensures children and youth are properly identified and immediately enrolled by school personnel, including special populations i.e. homeless and foster students.
2. Acts as liaison between school and community including but not limited to English learners, homeless and foster students and parents.
3. Acts as liaison between district departments, school sites and outside service providers to verify and ensure delivery of services/supports.
4. Provides training, technical assistance, and sensitivity awareness activities to administrators, counselors, teachers, family ambassadors, school staff, parents and community organizations.
5. Attends meetings and events as required. May require travel outside the District. May require work on evenings and Saturdays.
6. Utilizes bilingual skills in responding to parental and school needs including parent training.
7. Translates documents and forms into Spanish as needed.
8. Serves as interpreter for Spanish speaking families as needed.
9. Assists the staff at the Welcome and Wellness Center with clerical, telephones and registrations.
10. Generates reports, correspondence, bulletins, etc. in English and Spanish.
11. Document and maintain accurate data base of services provided and supports development of related grant proposals.
12. Coordinate services to support incoming families and students with immediate enrollment, referrals, transportation and other needs.
13. Assist families with entire enrollment process, includes obtaining registration documentation and working with current registration system.
14. Maintains database of records including but not limited to assessments, Home Language Surveys, McKinney-Veto forms and foster forms.
15. Assists District Liaisons and district departments with implementing and monitoring new legislation and mandates.
16. Reviews and revises local policies and ensures that the district adopts policies and practices to service our homeless/foster families.
17. Refers displaced and homeless families to available related services.
18. Maintains confidentiality of all student and parent records.

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19. Distributes and manages vouchers for transportation and maintains and submits monthly mandated confidential records and reports.
20. Monitors attendance of homeless students receiving transportation to school of origin.
21. Communicates about, collects and maintains all related legally mandated documentation.
22. Identification and tracking of Homeless and/or Foster students in district SIS and CALPADS.
23. Maintains and distributes an inventory of supplies for homeless/foster students to parents and school sites.
24. Assists with organizing District events for all students, with emphasis on homeless/foster/migrant populations.
25. Acts as district representative at community events.
26. Establish partnership with city of Lancaster and community organizations to support and promote District efforts to include programs to assist foster and homeless students and families.
27. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Modern office procedures
- Filing and business correspondence procedures
- Various office machines
- Computers and related software
- Community services
- Law, regulations and codes regarding pupil records

Skill and Ability to:

- Speak, read, and write English and Spanish fluently
- Initiate correspondence using correct grammar, spelling, and punctuation (English and Spanish)
- Keyboard neatly and accurately at least 45 wpm on a five-minute test
- Understand and interpret complex agreements, records, reports and laws, e.g. McKinney Vento Law
- Use modern office equipment and machines including the computer
- Use of excel and Microsoft applications
- Work harmoniously with fellow workers, school personnel, parents, outside agencies and other departments
- Utilize own vehicle for transportation as needed
- Maintain professional confidentiality

Training And Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be a high school diploma or equivalent and a minimum of two years of responsible clerical experience, one year related training and experience working with low socioeconomic families and/or other at risk populations ~~the public~~ in a school system or public agency. Community liaison experience preferred.

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License And Certificates:

Possession of a valid California driver’s license and be insurable.

Physical Requirement And Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. May be required to work at a computer terminal for prolonged periods.
- Perform lifting, pushing, and/or pulling, which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range 30

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting		X	X
Standing			X
Walking			X
Bending		X	
Kneeling	X		
Reaching	X		
Stooping	X	X	
Crawling	X		
Twisting(back & neck)	X		
Climbing	X		
Pushing/Pulling	X	X	

	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.	X	X		X	X	
11 – 25 lbs.	X	X		X	X	
26 – 50 lbs.	X			X		
51-75 lbs.	X			X		

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Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data	X		
Organize			X
Write			X
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
FAX Machine	X		