



Job Title	Parent/Teacher Liaison for Multilingual Students	Job Category	
Department/Group		Term of Contract	Hourly Rate of Pay
Location	Local schools/Central Office	Travel Required	Yes
Level/Salary Range	Hourly Rate of Pay	Position Type	Contract

Reports to	Superintendent/Special Education Director
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<p>Job Description</p> <p>Under the direction of the Superintendent, Central Office Personnel, Principal or another assigned supervisor, serve as a liaison between teachers, parents, students, and support staff regarding educational programs, special education services and student issues in areas such as attendance, academics, behavior and health; provide related outreach, support and guidance services for Multilingual Learners (MLLs).</p>
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Responsibilities

- Serve as a liaison between teachers, parents, students, support staff regarding educational programs, services and various student issues; assist in coordinating and arranging various programs and services to meet the needs of MLL students.
- Provide outreach, liaison and guidance services to assist in resolving MLL student issues and problems in areas such as attendance, academics, behavior and health; work with parents, teachers and others in developing and implementing strategies, goals and objects for resolving MLL student issues.
- Serve as an informational resource to MLL parents, staff and others concerning school programs, services, attendance issues and other matters; respond to inquiries and provide information concerning related activities, standards, guidelines, practices, goals, objectives, policies, processes and procedures.
- Translate communications between teachers, staff and limited or non-English speaking students and parents as assigned by the position; serve as an interpreter for conferences, telephone calls, assemblies and meetings as needed; translate written correspondence as necessary.



- Compose, distribute and respond to a variety of correspondence related to assigned liaison and support services; initiate and receive telephone calls; make home visits; schedule and arrange various student, parent and other appointments as assigned.
- Contact parents to discuss MLL student needs, issues and progress and provide assistance in meeting student goals and objectives; follow up on student issues, progress and problems with staff, teachers and others to assure needs are being met.
- Arrange, schedule and request parent participation in conferences, meetings and other activities; encourage parent participation in various school and community programs and services.
- Assist with coordinating and arranging Special Education evaluations of language minority students.
- Attend and participate in various meetings as assigned.
- Perform such other reasonable job-related tasks as may be assigned by the Special Education Director or Superintendent

Working Environment

The usual and customary methods of performing the job's functions may require the following physical demands: dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person and on the telephone; sitting for extended periods of time; seeing to read a variety of materials. This job is performed in a generally clean and healthy environment. May require traveling in a vehicle to conduct work and utilizing apps for virtual meetings.

Qualifications

- Knowledge of:
 - Education policies and procedures as related to school enrollment, enrollment of special circumstances, Special Education practices and law.
 - General principles, practices and techniques of providing educational assistance to MLL families.
 - Diverse academic, socioeconomic, cultural and ethnic backgrounds of identified students and families.
 - Problems and concerns of identified MLL students.
 - Oral and written communication skills.
 - Correct oral and written usage of English and designated second language (L2).



- Interpersonal skills using tact, patience and courtesy.
- Correct English and L2 usage, grammar, spelling, punctuation, and vocabulary.
- Ability to:
 - Serve as a liaison between teachers, parents, students, support staff regarding educational programs, services, and various MLL student issues.
 - Provide outreach, liaison and guidance services to assist in resolving student issues and problems in areas such as attendance, academics, behavior and health.
 - Serve as an informational resource to parents, staff and others concerning school programs, services, attendance issues, and other matters.
 - Work with parents, teachers and others in developing and implementing strategies, goals and objectives for resolving student issues.
 - Translate oral and written communications between English and a designated second language.
 - Meet, confer with and interview parents in the identification of educational needs and issues.
 - Understand and follow oral and written instructions.
 - Meet schedules and timelines.
 - Maintain various records and files.
 - Communicate effectively both orally and in writing.
 - Establish and maintain cooperative and effective working relationships with others.
 - Maintain regular and consistent attendance.
- Advanced education degree with more than 3 years of experience.
- Biliterate in English and L2
- Experience in working with MLL students and families
- Experience in working with Special Education evaluations and IEPs.

Approved 6/2/2022