

## **Goleta Union School District**

### **Community Liaison - Bilingual**

#### ***Basic Function***

Under the direction of the Assistant Superintendent, Pupil Personnel and Special Services, serve as a liaison between parents, students and the community; provide information regarding school or District programs, procedures, activities, rules and regulations; provide translations or interpretation services for limited and non-English speaking parents.

#### ***Representative Duties***

Serve as a liaison between the school and school community; communicate with school Principals to meet programmatic needs. E

Meet with students and parents regarding student discipline or other issues; refer families and students to school administrators as necessary. E

Travel to various locations to visit homes to discuss and interpret educational programs of the school; communicate with parents regarding various pupil problems and parental responsibilities in assisting children to obtain success in school; encourage parents to attend and participate in school and parent activities. E

Provide assistance to families of identified students; participate in the identification of needy students or families; assist parents with applications for services and transportation; make referrals to community agencies as appropriate. E

Translate and interpret forms, messages and other materials as needed; translate school and District policies, programs and activities for parents, school personnel, students and others as requested. E

Prepare and maintain records and reports related to assigned activities. E

Attend IEP meetings and translate for parents and others as needed; translate during parent/teacher conferences and other meetings as needed. E

Provide transportation for students to attend meetings and appointments as needed. E

Operate various standard office equipment as assigned. E

Perform related duties as assigned.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

Goals and procedures of the District's English Language Learner Program.

Procedures, methods, techniques and strategies utilized in dealing with sensitive school and community problems, issues and concerns.

Correct oral and written usage of English and a designated second language.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record-keeping techniques.

School policies and procedures.

Cultural differences within the community.

##### *Ability to:*

## **Community Liaison - Bilingual**

Serve as a liaison between parents, students and the community.

Provide information regarding school or District programs, procedures, activities, rules and regulations.

Provide translations or interpretation services for limited and non-English speaking parents, students and the community.

Understand and communicate with children and adults of different racial and cultural backgrounds.

Understand and carry out written and oral instructions.

Meet schedules and time lines.

Work confidentially with discretion.

Operate various types of office equipment.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Any combination equivalent to: graduation from high school and two years experience in community service programs or related field.

### ***Licenses and Other Requirements***

Valid California Driver License.

Incumbents are required to speak, read and write in a designated second language.

### ***Working Conditions***

#### *Environment*

Indoor environment.

Driving a vehicle to conduct work.

#### *Physical Demands*

Dexterity of hands and fingers to operate various types of office equipment.

#### *Hazards*

None