

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Bilingual Community Liaison

DEFINITION:

Under the general supervision of the administrator in charge, maintain open lines of communication and positive public relations with the Latino community, monitor English Language Learner (ELL) student progress, and support a safe and positive environment for ELL students.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Serves as a first contact person for Spanish speaking students and parents in both face to face and telephone situations
- Greets and direct visitors
- Assists, as needed, with scheduling and translating parent/teacher conferences and IEP meetings
- Translates written correspondence to be sent home to Spanish speaking families
- Under the supervision of the site ELD Coordinator, monitors ELL student progress and reports back to parents on a regular basis
- Under the supervision of the ELD Coordinator, administers standardized achievement and English acquisition tests and measures, records data, and monitors student progress English language acquisition
- Updates and maintains an ELL student database
- Observes, reports, and intervenes when appropriate, as follows: any health and safety problems, violation of school rules and regulations and any activities of students considered dangerous or objectionable
- Under direction of supervisor, telephones parents to communicate attendance and behavior patterns of students
- May supervise detention classes, field trips, and students in other classrooms or outside situations
- Works closely with school administration to pro-actively resolve student conflict
- Implements anti-drug, gang, and juvenile delinquency prevention strategies, as needed
- Mediates student conflicts, as appropriate, emphasizing techniques of conflict resolution
- Refers students to supervisor when indicated
- Performs other related work as required

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Conflict resolution techniques
- Behavioral patterns of adolescents

- Adolescent Development
- Indications of gang affiliation
- Microsoft Office, spreadsheet, and e-mail technology

ABILITY TO:

- Read, write and speak Spanish with fluency
- Learn district software programs
- Provide leadership to young people to help students develop a positive self-image
- Understand and carry out written and verbal instructions
- Establish and maintain cooperative relationships with those students and adults contacted in the course of the job
- Simultaneously handle multiple projects
- Analyze situations and adopt a course of action; solve many problems independently and without supervision
- Learn and apply the District Disaster Preparedness Plans
- Relate positively to students, staff and the public
- Maintain confidentiality of school related information

EXPERIENCE:

- At least one year experience involving extensive public contact, preferably with Spanish-speaking teenagers and parents

EDUCATION & LICENCES:

- High School diploma or equivalent

DESIRABLE QUALIFICATIONS:

- Experience in a counseling role

PHYSICAL DEMANDS:

Sitting: 60% Standing: 20% Walking: 20%

Body Movement (Frequency)

None (0) Limited (1) Occasional (2) Frequent(3) Very Frequent(4)

Lifting (lbs.): up to 25

Lifting: 2 Bending: 2 Pushing and/or Pulling Supplies, Materials, Equipment: 3

Reaching Overhead: 2 Kneeling or Squatting: 2

First Reading: November 15, 2005

Second Reading: December 6, 2005

Revised 1/27/16

Approved: 2/20/18