

# Appendix E Colusa Unified School District Job Description

**Title:** Bilingual Liaison

**Class:** VI

**Basic Function:**

Under the supervision of the Superintendent and general direction of site administrators, assists the district in all facets of communication to and from bilingual families. A key function of this position is communication with students, support staff, parents/guardians, and agencies. Depending on the site assignment within Colusa Unified School District duties may vary.

**Representative Duties:**

**Classroom & Academic Support: Primary Duties**

- Administer, under the direction of the principal, student academic assessments.
- Assists with interpretation at meetings with families.
- Assist with placement and evaluation meetings including Student Study Teams, 504, and IEP meetings.
- Acts as an interpreter for information shared in school and district-wide meetings such as Open House, Spring Programs, College Nights, Winterfest, etc.
- Translates during informational meetings to the community.
- Assists the Superintendent in planning for future community outreach efforts.
- Assist the Superintendent in gathering data for required state and federal reports.
- Acts as interpreter during disciplinary hearings such as expulsions, re-admits, and Attendance Review Team, etc.
- Translates documents such as newsletters, flyers, bulletins, report cards, etc.
- Assists in the translation of electronic media for publishing on district web sites.
- Attends trainings and seminars
- Coordinates travel arrangements for transportation, housing, fee payment, etc for DELAC and community members attending trainings.

**Community Outreach: Secondary Expectations**

- Prepares agenda, in collaboration with the Superintendent and Committee President, for all DELAC meetings.
- Provides Training for ELAC and DELAC committees.
- Schedules interpreters for Parent Teacher Conferences and trains them in the process and confidentiality protocol.
- Coordinates arrangements for DELAC and ELAC meetings.
- Calls committee members to encourage attendance.
- Maintains copies of attendance, agendas, and minutes for all ELAC and DELAC meetings.

**Ability to:**

- Communicate in English and Spanish with students, parents/guardians, instructional and support staff as directed by the administrator or classroom teacher.

- Develop and maintains a professional rapport with classroom teacher and other program staff.
- Demonstrate sensitivity to needs of students, staff, and parents/guardians.
- Maintains confidentiality of information regarding students.
- Read and understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms in both English and Spanish with diverse populations.
- Operate standard office / Audio - visual equipment.
- Learn and utilize software including the District's Student Information System, Auto-dialer, and others as needed.
- Follow instructions with a minimum of direction, and give clear directions.
- Work independently and make decisions within the framework of established guidelines

**Knowledge of:**

High-level reading, writing, and speaking of Spanish

Basic computer, clerical and record keeping procedures

General needs of students at different developmental stages, and with differing abilities.

The needs and challenges faced by English Language Learner students and their parents - who may speak only Spanish.

The laws and regulations related to public education of ELL students, and the outreach to the families of ELL students.

**EMPLOYMENT STANDARDS**

**Education, Experience & Employment Requirements:**

Possession of a high school diploma or equivalent.

Ability to speak and write Spanish is required.

Any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children.

Experience working with English Language Learners is highly desirable.

Willingness to be trained and updated in first aid and CPR, safety/security,

Willingness to be trained and updated on instructional theory and practice, and behavior management procedures.

Sufficient knowledge of computers to assist parents in use of computers.

**Physical Characteristics:**

Essential duties require, but are not limited to, the following physical abilities (consideration will be given to reasonable accommodation, with or without the use of aids):

- Sufficient ability to stand or sit for long periods of time and mobility to stoop, reach, move in a typical classroom
- Sufficient vision to read printed material and video display screens
- Sufficient hearing to hear normal and telephone conversations
- Sufficient capability to speak in an understandable voice with sufficient volume to be heard in normal conversations
- Sufficient manual dexterity to use telephone and office equipment
- Sufficient strength to perform lifting requirement of specific assignment including lifting of items up to 25 lbs.

**Working Attire:**

Business casual attire is required.

Date ratified by CSEA: 3/21/18

Date approved by CUSD: 4/10/18