POSITION DESCRIPTION

TITLE: English Language Learners (ELL) Bilingual Parent Liaison
LOCATION: Administrative Service Center
REPORTS TO: ELL Manager
DEPARTMENT: ELL

SUMMARY STATEMENT:
The bilingual parent liaisons will act as connectors with the parents of ELL students (preschool-grade 12) in ways that not only serve to build relationships with the schools but also support students’ academic success. These responsibilities will fall under the supervision of the ELL Manager.

ESSENTIAL FUNCTIONS:
1. Plan and implement parent activities which educate parents about American school system and miscellaneous school procedures, e.g. attendance, WASL, state and district curriculum expectations.
2. Assist and interpret in parent conferences.
3. Translate district documents.
4. Provide teachers and other district staff with cultural and linguistic information related to the particular language groups.
5. Monitor and respond to messages on the phone message line.
7. When needed, educate parents about available community resources.
8. Provide district/school information to the extended language communities, e.g. churches, businesses.
9. Maintain a flexible schedule which includes some evenings.
10. Keep an ongoing record of activities and parent participation to track program effectiveness.
11. Report regularly to ELL Manager.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing (33-66%)</td>
<td>Walking (Up to 33%)</td>
<td>Travel (66-100%)</td>
</tr>
<tr>
<td>Writing (33-66%)</td>
<td>Bending (Up to 33%)</td>
<td>Stooping (Up to 33%)</td>
</tr>
<tr>
<td>Sitting (33-66%)</td>
<td>Acceptable Attendance</td>
<td></td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading Documents (66-100%)</th>
<th>Confidentiality (66-100%)</th>
<th>Language (66-100%)</th>
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<tbody>
<tr>
<td>Verbal Communication (66-100%)</td>
<td>Written Communication (33-66%)</td>
<td>Multiple Concurrent Tasks (66-100%)</td>
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<tr>
<td>Constant Interruptions (66-100%)</td>
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</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), Macintosh, typewriter, telephone, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Evidences ability to fluently speak, read, and write in language specified in posting.
2. Has successful experience working with ELL parents and families.
3. Preferred successful experience as an instructional staff assistant with ELLs.
4. Demonstrates ability to work productively without immediate supervision.
5. Works as a team player.
6. Able to organize events and activities for ELL parents.
7. Relates well with ELL students and parents.
8. Can proficiently translate written documents from English into preferred language and preferred language into English.
9. Will need to pass written translation test.

189-190 Days Per Year (Includes Holidays)
4 Hrs. Per Day

PSE: ___________________________ Date: _______________

District: _________________________ Date: _______________

New
Revised Date: 10/31/2006
Classification: Professional Technicians (PSE)
Class: Class IV
Display on Web? Yes

English Language Learners (ELL) Bilingual Parent Liaison