

# **Madera Unified School District Classified Job Description**

## **Bilingual Student Services Liaison**

### **Purpose Statement**

The Bilingual Student Services Liaison supports the educational process by providing a link between school, students and parents of second language learners. Work in a liaison capacity to improve communication and collaboration between schools, community agencies, other providers and families of indigenous language. Interprets, complex written translation work of various documents and activities into English, Spanish, or indigenous language dialects. Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

This job reports to the Director of Student Services.

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### **Essential Functions**

- Coordinate, establish collaborative relationships, and enhance communications between schools, families, and community agencies that pertain second language learners and their families.
- Encourages educational support and community involvement in parents. Assist families to understand their opportunities and responsibilities that empower them to be advocates for quality education.
- Participate in identifying and resolving school issues and connecting families to community based agencies and other providers in order to improve student attendance, academics, social skills, and emotional stability.
- Ensure that students of the indigenous language community have access to school services, ie, Student Study Teams, Special Education, Title I, transportation etc.
- Quickly identify problem areas and situations, effectively analyze causes of problems and take appropriate action to resolve those identified.
- Communicates routinely with teachers about the deficiencies, challenges, and progress that students demonstrate.
- Assist indigenous language families as they enroll their pupil in, or exit their pupil from, school.
- Provide support, and guidance to parents of the indigenous language community in the areas of education and social services so that their pupil may succeed in school.
- Assist the indigenous language parents in establishing contacts and making appointments for services in the school system or community based agencies. Provide translation services along with accompanying parents when necessary.
- Compile resources and maintain files related to services for indigenous language students and parents.
- Translates and interprets SST(Student Study Team) IEPs (Individualized Educational Program) and 504 plans, parent conferences as needed.

Conduct home visits as needed, encourages parental involvement in the educational programs. Schedules meetings with parents and school staff.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Skills, Knowledge and Abilities**

**SKILLS:** Specific skilled-based competencies include: adhering to safety practices; operating standard office equipment including software; preparing and maintaining accurate records

**KNOWLEDGE OF:** Adequate vocabulary and correct usage, grammar, syntax, spelling and punctuation of English, Spanish. Extensive knowledge in one or more indigenous language, oral and written usage of English, Spanish and proficient in one or more indigenous languages. Useage of simultaneous and consecutive interpretation techniques. Operation of standard office equipment including computer and assigned software. Modern office practices, equipment, and procedures.

**ABILITY TO:** Read, write, translate and interpret English, Spanish, and indigenous languages. Verbally interpret for a variety of District-wide meetings, workshops, conferences, and special events. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Type and input data at an acceptable rate of speed. Understand and follow oral and written instructions. Meet schedules and timelines. Maintain records and files. Prepare reports and correspondence. Maintain confidentiality of sensitive and privileged information. Exercise tact, diplomacy, and sensitivity to changing situations and needs. Physically navigate throughout the school district and community at-large.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

### **Minimum Qualifications**

**Experience:** Two years of working with community, educational and/or social services organizations preferably working with indigenous language students, parents, and/or community members. Experience must include proficiency in the use of one or more indigenous languages.

Bilingual required. Language to be determined by District based on student need.

**Education:** High School diploma or GED required. Associate of Arts degree from an accredited college preferred.

#### **Required Testing**

Pre-employment Proficiency Test

#### **Continuing Educ./Training**

None Specified

#### **Certificates**

Valid CDL

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

FLSA Status

Non exempt

Approval Date

Salary Range