



**POSITION DESCRIPTION**

<b>POSITION TITLE</b>	<b>Bilingual Family Liaison</b>
<b>SCHOOL/DEPARTMENT</b>	District (school-based)
<b>SALARY</b>	Salary Grade 62, plus supplement
<b>FLSA STATUS</b>	Non-Exempt
<b>REPORTS TO</b>	Family Outreach Coordinator
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday - Friday (aligned with school hours and to include special events)
<b>WORK HOURS</b>	20 (part-time, may include weekend and evening hours)
<b>NUMBER OF MONTHS PER YEAR</b>	10

***POSITION PURPOSE:*** Family Liaison duties and responsibilities are to increase the involvement of our families in the schools. Establishing effective communication between home and school including families that English is not their primary language and improve community outreach and training opportunities for families of students in grades Preschool through 5th.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to communicate in English, Spanish, and/or French fluently speaking and in writing.
- Ability to collaborate with school administrators, counselors, social workers, and teachers providing the education and safety of the students and families.
- Able to carry-out student support programming through the use of educational sound methods and skills
- Knowledge of parent involving strategies in order to engage parents in

- support of student's interventions
- Knowledge of community resources available for families.

### **EDUCATION, TRAINING, AND EXPERIENCE:**

- Associate's Degree from an accredited institution in ESL programming, family outreach, or other related fields
- Demonstrated ability to speak, understand, read and write fluently in both English and a second language
- Experience working in a bi-lingual setting
- Experience working with non-English speaking families and providing effective outreach
- Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities

### **CERTIFICATION AND LICENSE REQUIREMENTS:**

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Associate Degree from an accredited institution in General Education
- Interpreter/ translator certification

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provide assistance in linking programs and services with the school for the purpose of improving school attendance, student performance, and positive youth development
2. Monitor education, health, and human services received by assigned students and their families, to ensure that they are delivered in a personal, accountable and coordinated manner
3. Coordinate and facilitate programs, services, special classes, and extracurricular activities for students and their families
4. Prepare and present programs to educate parents about resources that are available to them to support their children's school success
5. Build rapport with families to encourage trust and relationships with the goal of serving as an encourager, mentor, and bridge to school success from preschool through graduation
6. Establish family contacts, family meetings, and information sessions to encourage parental support of their children
7. Develop and maintain resources for families and provide parenting and referral information
8. Collaborate with social workers, counselors, and teachers to organize family workshops, community team building events, and information sessions in the

community and at the schools

9. Provide information to families pertaining to district and school procedures and instructional programs as well as resources available throughout the school system and community

10. Survey families to obtain an understanding of their needs and utilize survey data in determining specific resources to make available to parents

11. Collaborate with Family Outreach Coordinator doing translations for their school site

12. Perform other duties as needed

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*