

MESA UNION SCHOOL DISTRICT

CLASS TITLE: BILINGUAL FAMILY LIAISON

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of functions to enhance student performance and attendance and increase family involvement in school activities that support student learning.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general clerical support duties including typing, filing, copying and distributing materials; assist in assuring smooth and efficient office operations.

Meet with students and parents regarding student attendance problems; inform, advise or direct students and parents on solving attendance related problems; make home visits as required.

Travel to various locations to visit homes and assist families in understanding educational programs; communicate with parents regarding barriers to student learning; help parents understand their role and responsibilities in assisting children to succeed in school; encourage parents to participate in school activities.

Assist in coordinating parent involvement activities such as workshops and parent learning opportunities.

Assist families with applications for services and transportation.

Recruit and support volunteers for various school activities.

Type letters, forms, memoranda, bulletins, reports, lists, requisitions or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Attend meetings to translate and assist with communication.

Communicate with District personnel, parents and outside agencies to exchange information and resolve issues or concerns related to school activities.

Prepare and maintain various records and files related to student information, health, attendance and assigned activities.

Assist with various attendance functions including verifying excused and unexcused absences; maintain attendance records.

Participate in a variety of other assigned activities such as such as directing parents to appropriate in-

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school and community resources to support students, assisting families in using technology to support student learning, and other activities that promote student learning.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English/Spanish usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Basic operation of a computer and assigned software.

Telephone techniques and etiquette.

Basic record-keeping and filing techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic first aid procedures.

ABILITY TO:

Perform routine clerical duties such as filing, typing, duplicating and maintaining routine records.

Answer telephones and greet the public courteously.

Type or input data at 35 words per minute from clear copy.

Operate a variety of standard office equipment including a computer and assigned software.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing, in Spanish and in English.

Complete work with many interruptions.

Receive, sort and distribute mail.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate issued by an authorized agency within three months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Cafeteria environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.