CHICO UNIFIED SCHOOL DISTRICT
BICULTURAL LIAISON

DEFINITION
Under general supervision, to assist with home-school communications with students and parents of a designated second language other than English and to perform a variety of clerical duties as assigned.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
- Serve as a liaison between the school staff, students, parents and related community resources.
- Facilitate communication between classroom teachers and students and between the school and parents; make home visits as necessary and provide translation services for parents and contact parents as needed by the schools.
- Attend District meetings to serve as parent representative as necessary.
- Provide translations of materials as needed.
- Attend and participate, daytime or evenings, in in-service activities, meetings, workshops, conferences and classes to increase professional knowledge of parent advocacy.
- Establish rapport with parents; help build confidence and self-esteem in parents.
- Lead parent support group(s).
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
- Basic subjects taught in schools.
- Language, vocabulary and grammar of a designated second language.
- Basic cultural characteristics of students and families served.
- English usage, spelling, grammar and punctuation.
- Simple record keeping procedures.
- Basic techniques to motivate students and manage student behavior.
- Safe work practices.
- Case management.
- Safe driving principles and practices.
- State of California vehicle code.

Skill to:
- Communicate effectively with parents, staff and community representatives.
- Operate a motor vehicle safely.

Ability to:
- Learn the procedures and functions necessary to perform assigned duties.
- Read, write, speak and translate from and to English and a designated second language.
- Interact effectively and sensitively with individuals from diverse backgrounds.
- Recognize potential of students and their parents and encourage their participation in educational programs and activities.
- Maintain accurate records.
- Maintain confidentiality of student, family, and school information.
- Demonstrate an understanding, patient and receptive attitude toward students, parents and the school community.
- Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Manage time wisely.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**
*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:**
- Experience working in an organized education setting and translating.
- Experience working with students.
- Experience working with parents as a liaison.
- Experience in home visitations.

**Training:**
- Equivalent to the completion of the twelfth grade.

**License or Certificate:**
- Possession of an appropriate valid California driver’s license.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*
- Ability to work in a standard office or home environment and to travel to different sites and locations.

PC - September 1997, April 2008