

**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, EDUCATION, 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:

- Working in an organized education setting and translating.
- Working with students.
- Working with parents as a liaison.
- Home visitations.

Education:

- Equivalent to the completion of the twelfth grade.
- The ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

- Must pass the competency exam in the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to different worksites and locations, as needed.

PHYSICAL DEMANDS

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.