

TITLE: Spanish Speaking Family Liaison

REPORTS TO: Building Administrator

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt (Professional).

QUALIFICATIONS:

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. Have a high school diploma or the equivalent.
4. Proficient in the English language as well as Spanish or other languages as required.
5. Demonstrated ability to work effectively with students, teachers, parents, and administrators preferred.
6. Demonstrated positive interpersonal skills.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
8. Must be proficient in English both oral and written.
9. Have standards of moral character as required of teachers.

JOB GOAL: To support families with their basic needs so that their children can succeed academically.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties

1. Connecting families to resources, connecting families to services, and communicating with families about school activities.
2. Attending the monthly Latinx parent meeting in the evening at school.
3. Coordinate with teachers as necessary to support students.

III. Timeliness:

1. Manages time properly.
2. Returns requested information by the date and time specified.

Physical Qualifications: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: Employment shall be for the school year. Wages shall be paid in accordance to grant funding.

Mandatory Child Abuse Reporting

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually.

Reviewed by: _____ **Date:** _____