

Unaffiliated Job Description

Cultural Liaison

Descriptors

Position Title: Cultural Liaison **Department:** Program / Building
Position Classification: Unaffiliated **Reports To:** Administrator
Exempt Status: Non-Exempt **Revision Date:** November 2015
Supervisory: No

Approval: _____
 (Executive Director of Human Resources)

Approval: _____
 (Superintendent)

Job Summary

Support students' academic achievement by working directly with guidance counselors, ESL staff, administration, community organizations and families. Assist in facilitation of communication between District and student's families.

Essential Duties and Responsibilities

60% Communication

- Assist students and families by interpreting oral language and translating written materials when the need is immediate
- Facilitate the interpretation process for conferences
- Facilitate workshops and parent meetings
- Facilitate communication between staff and families
- Assist staff in understanding culturally and linguistically appropriate behavior
- Check with families and students to ensure understanding of information
- Provide ongoing communications with families and students regarding progress and services
- Advocate for families and students
- Organize and conduct workshops on immigration, refugee experiences, cultural differences and effective strategies of support
- Communicate district activities to families and students
- Communicate with families on Special Education services and trainings

35% Program Support

- Make referrals to area community resources
- Provide training to Special Education staff on assisting in their work with families and students
- Gather information from families and students to help resolve concerns
- Work with families to obtain consent for assessments as needed

- Assist staff with planning and executing assessment procedures
- Promote family involvement
- Assist families in understanding student rights
- Assist with facilitation of student support groups
- Assist with system requirements such as health forms, immunization records and other paperwork
- Assist with attendance issues and cultural conflicts
- Establish relationships with the community by connecting families, organizations, local interpreters and community leaders
- Assist in developing trust between families and students and the district
- Encourage families to attend and be active in all meetings and events related to their student
- As needed meet with families in their home
- Assist in orientating new families and students to the District
- Assist families in signing students up for school
- Transport students as needed
- Assist with different grade level testing as required by the District
- Assist students at onset of services and at times of change
- Interview, test and make recommendations regarding class schedule placement

5% Professional Development

- Attend meetings, in-services, and workshops as required
- Participate on District advisory committees

Perform other duties as assigned or requested.

Work Requirements and Characteristics

Education/Certification Requirement:

- High School Diploma or equivalent
- AA degree preferred
- Valid MN driver's license without restrictions

Experience:

- 2 years of experience working with youth and adults in a community outreach capacity preferred

Essential skills required to perform the work:

- Fluency in English and assigned language
- Ability to read and interpret materials in English
- Ability to interpret oral reports and conversations from English to assigned language and from assigned language to English
- Ability to communicate effectively in English and assigned language both verbally and written
- Basic computer and keyboarding skills
- Ability to work with and relate to students and families
- Ability to maintain confidentiality
- Ability to handle difficult situations

- Understanding of diverse cultures
- Ability to follow verbal and written instructions
- Ability to adapt to the changing needs of staff and students
- Ability to set priorities and meet deadlines
- Ability to work independently and in a team environment
- Knowledge of District and educational system
- Knowledge of community resources
- Knowledge of Special Education procedures and requirements
- Knowledge of cultural issues and concerns
- Basic math skills
- Ability to present to various groups of people including students, staff and community members

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Utilizes multiple software, databases and systems

Physical and Mental Requirements

Physical Job Requirements:

- Position involves extended periods of sitting
- Position involves extended periods of standing
- Position involves occasionally lifting up to 20 pounds
- Position involves visual acuity and listening skills

Mental Job Requirements:

- Position requires handling multiple tasks at once while dealing with constant interruptions
- Position requires exercising confidentiality in handling School District information
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person
- Position requires setting priorities and meeting deadlines
- Position requires a strong attention to details
- Position requires a strong mental acuity
- Position requires dealing with stressful and emotional situations

Hazardous Working Conditions:

- Normal office conditions
- Travel between buildings or to off-site meetings

- Travel to homes for visits

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.