

Unaffiliated Job Description

Cultural Liaison

Descriptors

Position Title: Cultural Liaison
Position Classification: Unaffiliated
Exempt Status: Non-Exempt
Supervisory: No

Department: Program / Building
Reports To: Administrator
Revision Date: 2024

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Support students' achievement outcomes by engaging with students, families, guidance counselors, district staff, administration, and community organizations to improve student outcomes. Implement systems of support that lead to improved attendance, sense of belonging, academic achievement, and improved graduation rates for District 191 students.

Essential Duties and Responsibilities

10% Communication

- Interpreting oral language and translating written materials when the need is immediate.
- Assist staff in understanding culturally and linguistically appropriate behavior, immigration, trauma, refugee experiences, cultural differences, and effective strategies to support students and families
- Promote family involvement during events and educational meetings through removing language barriers.
- Assist with system requirements such as health forms, immunization records and other paperwork.

50% Student and Family Engagement / Success

- Assist students and families in understanding public education structures, assessments, and enrollment practices in District 191.
- Proactively support learning and social spaces to build positive relationships with students.
- Supporting students in learning about and registering in rigorous courses and extra-curricular activities.
- Use data to monitor student academic outcomes, identify social emotional needs, and monitor student attendance.
- Facilitate student support groups focused on student academic success and post-secondary planning.
- Interview, test and make recommendations regarding class schedule placement.
- Assist with interventions to support improved student attendance.
- Support restorative practices to resolve cultural conflicts
- As needed meet with families in their home
- Gather information from families and students to help resolve academic or social emotional concerns.

30% Program Support

- Collaborate with admin teams to support consistent and aligned diversity, inclusion and belonging, planning and implementation as it relates to student groups.
- Collaborate with counselors, district staff, tutors, and site administrators to identify potential barriers for students and develop culturally responsive strategies to address these barriers.
- Collaborate with site administrators, liaisons, and other staff to align goals, plan, and identify areas of need to improve student outcomes.
- Collaborate with campus-based mental health professionals to coordinate workshops and outreach that support the well-being and persistence students.
- Assist in the development of culturally responsive learning resources.
- Assist staff with planning and executing assessment procedures.

10% Professional Development

- Attend meetings, in-services, and workshops as required.
- Participate in District advisory committees.
- Assist in the development of culturally responsive learning resources.
- Support the facilitation of professional development, parent meetings, and student groups.

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.