



TITLE: NEWCOMER STUDENT AND FAMILY LIAISON

FLSA: Non-Exempt Classified

Salary Range: 17

PURPOSE: Provide educational and outreach services for students and families experiencing marginalization through refugee or newcomer status, race, poverty, language barriers, homelessness and/or other marginalizing qualifiers.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other duties may be assigned.

- Establishes and maintains strong relationships with historically marginalized students and families, especially newcomer families from other countries.
- Assists students and families in enrolling students in school and after school activities, and language testing (if applicable).
- Working with school and district staff, identifies students who qualify for McKinney-Vento or migrant status, then completes the appropriate paperwork and makes contact with the appropriate liaisons, including transportation arrangements.
- Assesses families' needs and identifies areas for support related to educational opportunities, community connections, and basic needs. Works independently, and in collaboration with the district McKinney-Vento liaison and school staff, to help families access support to meet those needs.
- Serves as a liaison to the schools regarding the cultural norms of the family and how to provide a more welcoming environment.
- Serves as a bridge between newcomer families from other countries, the school district, and community resources.
- Helps newcomer families from other countries receive Operation School Bell and additional school resources.
- Ensures that historically marginalized families are provided meaningful opportunities to participate in their children's education, including outreach to families regarding school events, parent conferences, etc.
- Works closely with school staff to address barriers to attendance in a trauma- informed and culturally responsive manner.
- Establishes and maintains effective working relationships with community partners, particularly those serving newcomer populations from other countries, and collaborates with relevant agencies to address families' needs.
- Establishes and maintains effective working relationships with school personnel; works collaboratively as a team member.
- Participates in district-wide Family Support Team meetings, and Student Support Team and Language Specialist meetings as needed.
- When appropriate, works closely with the counselors, language specialists, and/or health navigators to support students' academic and/or health needs.
- Occasionally translates and interprets for families on their caseload as needed, to ensure that parents can participate fully in their children's education.
- Provides other related services as assigned.



GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Bachelor's Degree or associates +3 years in human or family services field.
- Minimum two years experience in a human or family services field preferred.
- Knowledge of K-12 public education systems in the United States preferred.
- Knowledge of and familiarity with various community resources and services preferred.
- Extensive understanding of the newcomer experience strongly preferred.
- Experience working with English language learners.
- Ability to exhibit professionalism, leadership, and effective human relations.
- High level of bilingual and biliteracy skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to interact effectively and collaboratively with individuals and groups of all ages.
- Ability to facilitate meetings and collaboration efforts with staff and community.
- Ability to collect, record, store, retrieve, assimilate, organize, and utilize information and records electronically and by using traditional methods.
- Understanding of the realities facing students and families experiencing poverty and coming from different cultural backgrounds.
- Knowledge of state and federal laws and state ORSs and OARs governing education, student and staff rights and local board policies and administrative rules.
- Ability to travel among district facilities as needed, and if driving, the ability to meet district driving standards.
- Ability to work flexible hours, sometimes may include evening hours and weekends.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.



PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit for 3 to 4 hours and/or drive 1 to 2 hours. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, or crouch. The employee is required to regularly walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder).

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must regularly lift, move, and/or carry up to 10 pounds, frequently lift and/or move up to 40 pounds with assistance, and occasionally lift and/or move more than 60 pounds with assistance.

As needed, transporting students and parents in personal vehicle. Needs to pass driving record, type 10 license.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to occasionally high.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time, as it deems advisable.



EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work.

I have read and understand this job description.

Signature

Date

REFUGEE AND NEWCOMER STUDENT AND FAMILY LIAISON

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature