POSITION GROUP: DUEA

POSITION TITLE: Home School Liaison

DEPARTMENT: English Language Learners

REPORTS TO: Building Administrator

SUPERVISES: N/A

POSITION GOAL(S):
To increase and improve communication between school and the parents of English Learner (EL) students. To assist the school in maintaining accurate records for students in the English Language Learners (ELL) program, and uphold School District U-46 ICARE Standards. Maintain confidentiality of student, staff and department information within the school and community.

JOB DUTIES / ACCOUNTABILITIES:

1. Assist the principal and other school personnel in maintaining communication between the school and home (for example, via newsletters, personal notes, etc.)
2. Maintain accurate EL student records as required per ELL Department procedures for compliance purposes (including, but not limited to, the ELL Monitor Checklist Form).
3. Run and provide reports, as requested, in support of data accuracy for the ELL Department.
4. Keep accurate and updated information in the Student Information System related to the ELL population, including but not limited to, acceptance status, student counts, etc.
5. Serve as an interpreter as needed, by the building principal, teacher, secretary or parents, related to the ELL population.
6. Translate documents to maintain communication in support of the EL population.
7. Register new bilingual students and provide transportation information, as directed.
8. Support school rules and procedures.
9. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Previous clerical experience required.
2. Experience working with teachers, staff and parents in a supportive role preferred.

EDUCATION:

1. High school diploma or equivalent required.
2. Fluent in oral and written Spanish and English as established through a measurable testing tool.

PHYSICAL DEMANDS:

Ability to lift up to 25 pounds.
TERMS OF EMPLOYMENT:

This is a 10 month position. Salary and benefits as established by the Board of Education and set forth in the collective bargaining agreement as applicable. May require travel to multiple sites.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of DUEA employees.

JOB DESCRIPTION CREATION / REVISION DATE: 5/23/20

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________