

## Union Public Schools Job Description

**Position Title:** District Bilingual Liaison  
**Department:** Teaching and Learning  
**Reports To:** Senior Executive Director of Research, Design, and Assessment; English Learners Program Coordinator

**FLSA Designation:** Exempt

**SUMMARY:** The District Bilingual Liaison serves as a bilingual support to the district and the community with specific responsibilities for engaging the Spanish-speaking community by providing information on programs/services available to students and families, coordinating translation services, providing parent education opportunities, and fostering an ongoing partnership between the home and school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assists with planning and implementation of community events that include parents
- Serves as a connection between the home and the school.
- Documents and keeps records of all parent involvement activities.
- Informs parents on a regular basis of school/student related activities.
- Attends district workshops and other functions related to parent involvement activities.
- Assists the school with securing important school documents from parents.
- Establishes ongoing written and oral communication with Hispanic families in the district.
- Facilitates information between Hispanic parents and the district when concerns or questions arise.
- Facilitates connections for schools and community organizations to host family and student events.
- Communicates with parents on behalf of school or district teams for the purpose of ensuring an ongoing partnership between the home and school.
- Conducts parent meetings as assigned for the purpose of gaining information and/or discussing needs and problems involving students and families.
- Confers with teachers, parents, and district personnel for the purpose of assisting in evaluating student progress and/or implementing student objectives.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable of program guidelines. Some events require attendance in the evenings and on weekends.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information and/or direction as required. Provide professional oral and written translation of media releases and communication with Spanish-language media as directed by the District.
- Assists the communications team with Hispanic media relations including on-air and print interviews.
- Prepares and deliver professional presentations about the district and programs to a variety of audience in English and Spanish.
- Trains district translators.
- Coordinates district translation services along with the EL Administrative Assistant.
- Performs other tasks, duties, or services consistent with this position as assigned.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *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.*

**EDUCATION and/or EXPERIENCE:** Bachelor's Degree; academically proficient in both English and Spanish

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Teaching Certificate required.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community. Ability to proficiently facilitate communication (oral and written) in both English and Spanish.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to demonstrated success in collaborating and networking with multiple departments and organizations. Ability to demonstrate professional presentation skills for various groups. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**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 stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** *The work environment characteristics described here 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 this environment is quiet to loud depending upon the activity in the particular part of the day and location.