

Union Public Schools Job Description

Position Title: Bilingual Federal Compliance Liaison
Department: Teaching and Learning ESC
Reports To:

FLSA Designation: Non-exempt

SUMMARY: Provide compliance and clerical support in the Special Services Department at Education Service Center. Increase communication between Union staff and families by acting as a Spanish/English translator/interpreter for communication needs, parent/teacher conferences, parent meetings, and other school or district communication needs.

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

- Provide compliance support with documents in the Special Services Department.
- Interpret for parent/teacher conferences, parent meetings, and IEP meetings.
- Serve as an interpreter/translator for staff and parent communication needs.
- Travel to school sites as scheduled to provide interpretation/translation services.
- Translate district and site materials for students and parents.
- Record, in Spanish, Connect-Ed messages at both the site and district level.
- Manage schedule of services in an efficient manner.
- Work well with both supervisors and other members of the team.
- Maintain consistent and punctual attendance.
- Perform 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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: College degree preferred. High School diploma or general education degree (GED) accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Where Highly Qualified status is required by State of Oklahoma for support positions, candidate must meet Highly Qualified status. Highly Qualified status is defined as having a minimum of forty-eight (48) college hours or passing the Parapro or OGTE test. Have attained an associate's (or higher) degree.

LANGUAGE SKILLS: Competent and fluent in speaking, reading, listening, and writing in English and Spanish. Demonstrate the ability to effectively communicate in a professional manner using appropriate educational vocabulary.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to operate a personal computer and related software. Ability to demonstrate high organization skills through the management of time and schedules. Ability to develop effective working relationships and effective communication with parents ,students, staff and the school community. 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 and talk or hear. The employee frequently is required to walk and sit. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision such as to read typewritten material.

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 the work environment is usually moderate.