

## **COMMUNITY LIAISON SPECIALIST - BILINGUAL**

Code No.: 950021

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a bilingual liaison position responsible for supporting a school district's initiatives to improve student achievement and promote positive relations between the district, students, parents, community and criminal justice agencies. Duties include initiating parent involvement in decision making opportunities that address such issues as school environment and instruction. Work is conducted in both the English and Spanish languages, written and verbal. The employee reports directly to, and works under the general supervision of the Coordinator of Office Parent Engagement or other higher level staff member with wide leeway allowed for the exercise of independent judgment in developing work methods. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Implements evidence based strategies to increase parent engagement and increase an understanding of the curriculum, specialized education services, Individual Education Plans (IEP's), and importance of the home/school partnership in the academic success of the student;

Provides professional development opportunities for district staff to increase their knowledge and skills regarding effective communication and interaction with multicultural families, with emphasis on Spanish speaking individuals;

Works cooperatively with community, business and agency leaders in developing programs to increase student attendance and participation;

Connects students and families with available personal, social and educational services through a comprehensive community wide referral system;

Coordinates and hosts monthly meetings and professional development for district staff, including Teacher Aides, Project Workers and Home School Assistants, to provide information and resources relating to family engagement and school climate;

Develops and delivers written and oral reports of findings, actions, recommendations, and outcomes;

Maintains close relationship with various neighborhood associations and agencies;

Works in conjunction with other district departments and community agencies to improve parent involvement;

Coordinates and facilitates parent and group activities, specifically with the Bilingual Education Council;

Translates and designs communications and policies into Spanish;

Coordinates and oversees the activities of staff, monitors caseloads and outcomes, and generates monthly reports;

Coordinates parent training programs on the issues of conflict resolution, and parent involvement;

Provides advocacy and mediation support on a daily basis to families and students;

Assists in resolving student conflict situations in the community.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of student and community problems affecting an urban education system; good knowledge of the policies, procedures, programs, personnel and advisory councils of the employing district; good knowledge of the functions and personnel of community agencies and neighborhood associations; working knowledge of the judiciary and law enforcement agencies; working knowledge of adolescent psychology; ability to investigate, analyze, mediate and record conflict situations; ability to communicate effectively both orally and in writing and in English and Spanish; ability to write narrative reports in English and Spanish; ability to manage projects; ability to operate related software; ability to identify and describe training needs; ability to solve problems independently; ability to establish and maintain effective relationships with students, professional staff, parents, community representatives and criminal justice operatives; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus five (5) years paid full-time or its part-time equivalent professional\* experience in counseling, casework, or youth advocacy, all of which must be in an educational, government or community agency setting dealing with youth or student services; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Education, Social Work, Human Services, Community Services, Sociology, Psychology or a closely related field, plus two (2) years paid full-time or its part-time equivalent professional\* experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years paid full-time or its part-time equivalent professional\* experience as defined in (A) above; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in one of the fields mentioned in (B) above, plus one (1) year paid full-time or its part-time equivalent professional\* experience as defined in (A) above; OR,
- (E) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus two (2) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D) and (E) above.

\*professional experience, for the purposes of these minimum qualifications, does not include clerical, secretarial, or similar work experience.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**ADOPTED:** April 7, 2011