POSITION DESCRIPTION

Job Title: Parent Liaison/Translator

Work Year: 185 days

Reports To: Coordinator of Educational Services

Salary Range: 38

Primary Function:
Under general supervision, serve as a liaison between the school, student's home and community organizations in matters relating to the attendance, behavior or the educational needs of the student; encourages parent/guardian involvement in their students’ achievement, other school activities and community programs and organizations.

Provide oral and written translation and interpretation of correspondence, forms, articles, technical manuals, and other educational materials from English to a designated second language; serves as an interpreter for a variety of meetings, workshops, conferences, and special events.

Essential Duties:

- Provide information to parents/guardians and students of community associations, social service agencies and other resources available to obtain assistance.
- Communicate with parents on behalf of school to ensure that an ongoing partnership between the home and school is formed, and language barriers are removed.
- Schedule and participate in conferences between parents/guardians and school personnel as requested by site administrator and/or staff.
- Assist in recruiting and facilitating parent meetings (DELAC and ELAC) to gain information and discuss needs and problems involving students and their families.
- Promote, reassure and encourage parent/guardian participation and attendance in school and community activities.
- Identify, contact and obtain the support of community organizations, agencies and other possible resources that can and will provide assistance to students and their families.
- Establish and maintain effective relationships with those contacted in the course of work.
- Provide oral and written translation and interpretation of correspondence, forms, articles, technical manuals, and other instructional and educational materials from English to a designated second language from clear copy, rough draft and transcription equipment.
- Proofread and assure accuracy of translated materials.
- Translate bulletins, reports, handbooks, curriculum material, questionnaires, tests, notices, and minutes of meetings as needed, accurately and concisely, district-wide.
- Communicate with district personnel and outside agencies to clarify terms to be translated, exchange information, coordinate activities and resolve concerns.
- Provide assistance to school sites or departments by reviewing translations performed by site or departmental personnel.
- Serve as an interpreter for a variety of meetings, workshops, hearings, conferences, and special events for district personnel, parents and students.
- Produce verbatim translations of formal meetings.
- Provide simultaneous and consecutive interpretations at school, community, and District...
meetings and in legal situations, such as Individualized Education Program (I.E.P.) meetings and expulsion/suspension hearings.

- Perform other related duties as assigned.

**Additional Duties**

- Telephone parents/guardians to discuss student-related problems, concerns and possible solutions to address, resolve and correct the inappropriate behavior and conduct.
- Assist students, staff, teachers, parents and community members in providing and/or conveying information and other services required by parents or teachers.
- Assist parents in understanding school standards related to pupil conduct, achievement, and school problems.
- Recruit parent volunteers to assist teacher in classroom activities.
- Respond to inquiries and provide general information and assistance to callers and visitors.

**EXPERIENCE:**

- Extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English and a designated second language.
- Correct oral and written usage of English and a designated second language.
- Operation of standard office equipment including a computer and assigned software.

**DESIRED CHARACTERISTICS:**

- Provide oral and written translation and interpretation of correspondence, forms, articles, technical manuals, and other instructional and educational materials from English to a second designated language.
- Serve as an interpreter for a variety of meetings, workshops, conferences, and special events.
- Communicate effectively both orally and in writing.
- Read and write effectively in English and the designated second language.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy.
- Maintain confidentiality of sensitive and privileged information.
- Work cooperatively with students, parents, teachers, administrators and representatives of various community groups and agencies.
- Adapt to changing work priorities.
- Meet schedules and time lines.
- Understand and work within scope of authority.

**BOARD APPROVAL:** June 9th