



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

| <u>FAMILY LIAISON - BILINGUAL</u> | | | |
|--|---------------------------------|-------------------------|----------------------------|
| DEPARTMENT/SITE: | Special Education Department | SALARY SCHEDULE: | Classified Bargaining Unit |
| | | SALARY RANGE: | 25 |
| REPORTS TO: | Designated Coordinator | WORK YEAR: | 12 Months (260 Days) |
| | | FLSA: | Non-Exempt |

BASIC FUNCTION:

Under the direction of the designated Coordinator, provide interpreting services for oral communications and meetings and written translation of IEPs, forms, reports, and other instructional and educational materials to/from English and a designated second language; serve as a liaison and informational resource to parents regarding Special Education programs, processes, IEPs and services. The incumbents in this classification assist in providing students and families with language and other support which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

Translate IEPs, reports, correspondence, forms, letters and other educational materials to/from English and a designated second language; research and properly utilize technical legal, medical, psychoeducational, speech and other terms used in IEPs; proofread and assure accuracy of translated materials; review, edit and revise translations.

Provide interpretation services to facilitate communications between various individuals; communicate with students, parents, staff, or others in English and a designated second language; serve as an interpreter for IEP meetings, assessments and various phone calls, conferences, or other events.

Serve as an informational resource to parents concerning Special Education programs and services; respond to inquiries and provide information concerning related IEPs, processes, reports, activities, standards, eligibility, practices, goals, objectives, policies, and procedures.

Assist in coordinating and arranging various programs and services to meet the needs of children and parents; assist parents and others with applying for and enrolling in various programs and services; distribute, explain, translate, and assist parents with completing required forms and applications.

Meet, confer with, and interview parents in the identification of family needs and issues; provide information and materials to parents to assist in the location and utilization of Special Education services; refer families to District and community resources and services as appropriate.

Assist with coordinating and arranging interpreting and translation services for students and families; schedule and arrange meetings between school and parents; receive and respond to interpreting and

translation requests, including site translation; maintain and update related schedules and calendars; schedule and conduct home visits.

Schedule, coordinate, and assist with conducting standardized and non-standardized assessments; monitor, assess, observe, and report student and family needs, issues, and progress; follow up to assure student and family needs are being met; assist families with various issues related to the special needs of students.

Research, assemble and distribute a variety of information and materials to meet student, parent and school needs and requests; prepare, distribute, and respond to a variety of correspondence; collect, process, submit and review forms and documents for completeness and accuracy.

Assist with developing, implementing, and assisting students and families in meeting various educational plans, goals, and objectives; provide support to families in assimilating into a new environment; coordinate services to meet various student and family needs.

Receive, screen and route telephone calls; take, retrieve, and relay messages as needed; initiate phone calls to request and verify information and documents and obtain approval as needed; greet and assist visitors.

Communicate with staff, faculty, administrators, and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software, including computer aided translating; drive a vehicle to conduct work.

Prepare and maintain various records, reports, glossaries of technical terms, and files related to translation services, IEPs and assigned activities; input and update various data in an assigned computer system as required.

Attend and participate in various meetings as assigned.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Correct usage, grammar, spelling, and punctuation of English and a designated second language.

Simultaneous and consecutive interpretation techniques.

General principles, practices, and techniques of providing educational assistance to families.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of identified students and families.

Community and school services and programs related to the needs of special education students.

IEP practices and procedures

Basic interviewing and note taking techniques.

Operation of a computer, virtual meeting programs, and assigned software.

Modern office practices, equipment, and procedures.

Telephone techniques and etiquette.

Business letter and report writing, editing, and proofreading.

Record-keeping and filing techniques.

ABILITY TO:

Read, write, translate, and interpret technical documents and terms to/from English and a designated second language.

Serve as a liaison and informational resource to parents regarding IEP's and Special Education programs, processes, and services.

Maintain records and prepare reports.

Understand and follow oral and written instructions.

Learn, interpret, apply and explain policies, procedures, rules and regulations.

Type or input data at an acceptable rate of speed.

Manage time to meet deadlines.

Demonstrate flexibility to handle changing priorities.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and one year experience working with children and families in a social services or educational environment. Demonstrated experience translating and interpreting materials and communications between English and a designated second language.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Maintain qualification for district insurance coverage.

Possession of a certificate in cardiopulmonary resuscitation (CPR), and first aid certificates.

WORKING CONDITIONS:

ENVIRONMENT:

Office, school, and home environment.

Constant interruptions.

Driving a personal vehicle to conduct work.

Flexible hours (available some evenings) to attend meetings, conduct home visits, etc.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting, standing, and walking for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling, or crouching to file and retrieve materials.

Lifting objects of light to moderate weight such as files and supplies.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 05/01 New Classification R19; 07/10 Reallocate to R21 (Ewing)

07/23 Reallocated to R25 and Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23