

**Oroville Elementary School District  
Job Description**

**JOB TITLE: BILINGUAL (HMONG) PARENT LIAISON/SPECIAL  
EDUCATION LIAISON/INSTRUCTIONAL ASSISTANT II**

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SALARY LEVEL:	26	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School/District
REPORTS TO:	Site Administrator		
APPROVED BY:	Board of Trustees	DATE:	December 15, 2020

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**SUMMARY:** The primary responsibility of the Bilingual Parent Liaison/Special Ed Liaison/Instructional Assistant II is to assist the District in planning, supporting and providing Special Education and Section 504 assistance to families, English language instruction to parents or other community members who pledge to provide personal English language tutoring to OCESD children with limited English proficiency. The liaison will work with the District and Site administration to facilitate the communication, support and training between home and school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

District and site special education and Section 504 liaison positions dedicated to providing support, training, and assistance to parents of students with disabilities during special education and Section 504 processes. Helps to develop parents' language skills. Presents educational lessons, materials, or programs to parents in a one-to-one or group setting. Provides a positive role model for Limited English Proficient parents and is comfortable working with them. Communicates with students and parents in at least two languages. Assists individual parents in need of special attention or assistance in any area related to student services. Assist students experiencing bullying and harassment to determine next steps. Assists teachers in parent meetings and parent workshops. Interprets for parents for a variety of parent activities and meetings by request. Assists the teachers in preparing materials for instruction by setting up and using computers, audiovisual equipment, and materials. Prepares and/or displays materials accurately, neatly, and in a visually pleasing manner. Assists teachers in organizing and utilizing reference and resource materials and in developing individual instructional materials. Brings personal and educational needs of parents to teachers' attention. Operates office equipment, such as photocopier, laminator, and computer. Assists the teacher in assessing student work. May be required to assist teacher in administering and scoring a variety of tests. Maintains confidentiality of parent and student information. Is prompt, reliable and dependable. Performs related duties as assigned. Facilitates the communication between home and school through home visits, IEP meetings, Section 504 meetings, newsletters, telephone calls, community events, etc., in order to increase student and parent involvement at home and at school. Collaborates with other agencies dealing with student/family community education programs. Helps plan and conduct Community Based English Tutoring Program. Work with families who need support, training, or

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assistance navigating the processes of the special education and Section 504 referrals, IEPs, meetings and other related services pertaining to these needs.

**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:** High school diploma or general education degree (GED). One to three months related experience and/or training; or, equivalent combination of education and experience.

District will provide semi-annual Section 504 and Special Education Rights Training.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as IEPs, 504 plans, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-on-one basis with staff, parents, and students. Communicate with sensitivity, confidentiality, and accuracy. Ability to read and write in at least two languages, English and Hmong.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and follow instructions. Work cooperatively with the public, administration, pupils, and fellow employees.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possess Instructional Aide Proficiency Exam Certificate (CODESP); or AA degree or higher; or 48 plus college units.

Valid California Driver's License with a DMV printout of driving record. Must have own transportation.

**OTHER SKILLS AND ABILITIES:** Ability to interact with staff, students, parents and others in an open, friendly business-like manner. Ability to accurately translate information to parents and teachers.

**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.

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While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

**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.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Such liaisons are protected, as required by law, from any retaliation for their advocacy and support of parents, guardians, and students with disabilities.

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