

Job Description: Cultural Liaison

Reports to: Welcome Center Director

FSLA Status: Exempt

Job Goal/Primary Purpose:

The purpose of this position is to support newcomers in becoming educationally, culturally and linguistically integrated in the Biddeford and Saco School communities by assessing their needs, identifying gaps in learning, and helping families navigate their child's education.

Minimum Qualifications:

Including Training, Education, & Experience:

- ✓ High School Diploma, Associate's degree, or Bachelor's degree; professional or personal experience navigating cultural differences is a plus.
- ✓ Valid Criminal History Records Check
- ✓ Preference will be given to applicants with experience working with newcomer families and track records as innovative and experienced individuals who have mentored, motivated, and supported students and their families
- ✓ Proficiency in at least one language in addition to English is preferred.

Essential Functions (Skills, Knowledge, & Abilities):

1. Planning and Preparation

- *Provides planning and preparation for newcomer students in educational settings.*
- *Serve as an in-school resource for newcomer students and their teachers.*

2. Management

- *Communicates high expectations while removing barriers for students to access learning and supporting growth in social and emotional skills.*
- *Builds strong relationships with students and families in order to strengthen the learning experience for newcomers.*
- *Creates a climate of respect and engagement for students and families.*

3. Delivery of Information

- *Provide direct support to newcomer students and families in an effort to improve communication and school engagement, and remove potential barriers to educational success.*
- *Hooks students through learning opportunities that help bridge the gap between current understanding and grade level expectations.*

- *Utilizes a wide variety of strategies, materials, technology, and applications to accelerate student learning.*

4. Monitoring and Assessment

- *Ensure accurate and complete documentation, paperwork, and data entry is maintained at all times.*
- *Effectively use technology to maximize efficiency and quality of work during the planning, implementation, and completion of projects and tasks.*
- *Maintains student records and files in a confidential manner.*

5. Family and Community Outreach

- *Advocate for equitable access to services for newcomers.*
- *Engage in home and community visits, provide translation for families and students, as needed, to support service meetings, and proactively facilitate other activities that bridge the home and school connection between families and schools.*
- *Works collaboratively and builds strong communication with school and agency counselors, teachers, administrators, parents and related service providers in the overall educational plan for newcomer students.*

6. Professional Responsibilities

- *Build and maintain positive relationships with community agencies, social service organizations, and schools that serve newcomers.*
- *Refer newcomers to appropriate staff and existing community resources, information and social services based on immediate needs.*
- *Assist newcomers with meetings, phone calls, and documents associated with the School Departments.*
- *Ensure accurate and complete documentation, paperwork, and data entry is maintained at all times.*

Position Requirements:

- Able to use district vehicle for student field trips and visits to community partners
- Able to work additional hours as needed, including flexibility before and after the traditional school day and occasional evening commitments to facilitate translation and communication for newcomer families

Application:

Interested candidates should visit biddefordschools.me/hiring for a full position description and the online application process.

All applicants must submit an application and cover letter. The cover letter should outline the ways in which the candidate's skills and experience align with specific needs outlined in the job description.

Compensation:

Based on related job experience.