

**Oroville Elementary School District
Job Description**

**JOB TITLE: BILINGUAL PARENT LIAISON/INSTRUCTIONAL
ASSISTANT**

SALARY LEVEL:	23	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School Site
REPORTS TO:	Site Administrator		
APPROVED BY:	Board of Trustees	DATE:	October 20, 1999
		REVISED	September 26, 2018

SUMMARY: The primary responsibility of the Bilingual Parent Liaison/Instructional Assistant is to assist the Bilingual Resource Teacher in planning and providing 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 Bilingual Resource Teacher to facilitate the communication between home and school.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

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.

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, making tapes, and playing records.

Prepares and/or displays materials accurately, neatly, and in a visually pleasing manner.

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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.

LIAISON RESPONSIBILITIES AND DUTIES: Facilitates the communication between home and school through home visits, 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.

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.

LANGUAGE SKILLS: Ability to read and interpret documents such as 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.

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

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several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently 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.

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.