



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Home School Advisor- Bilingual

**Prepared Date:** 12/02/2021

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### **JOB GOAL:**

To provide support for Elementary through enhanced parent communication in areas determined to be crucial for supporting student achievement and improving educational outcomes for English Learners. Additionally, the HSA will work to empower parents to maintain a strong parent network and relationship with our school, the larger district and community.

### **TERMS OF EMPLOYMENT:**

Nine and a one-fourth months (9.25) month (190 days) contract, Pay 802 Grade 08, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

An extended day contract is required to represent the school day hours of 7:50 am – 4:35 pm. Additional compensation will reflect the extended school day.

### **QUALIFICATIONS:**

1. A bachelor's degree in a related area such as Spanish and/or Sociology, Public Service, Communications or the related arts (major or minor in Spanish would be considered).
2. Evidence and demonstration of strong oral and written communication skills in English and Spanish.
3. Ability to accurately translate written materials and interpret verbal exchanges.
4. Expertise and experience related to working with language minority communities and a track record of implementing diversity initiatives (language, ethnicity, and race).
5. Ability to establish and maintain effective working relationships with parents, district-level administrators and school-level staff, community leaders, agency representatives, media, and others.
6. A demonstrated high degree of cultural proficiency and appreciation of linguistic and cultural diversity.
7. Evidence of strong organizational skills.
8. Strong interpersonal skills.
9. Strong work ethic and leadership abilities.
10. Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations.
11. Evidence of a high degree of computer skills (Microsoft Office Suite, Web 2.0 skills).
12. Demonstrates the conviction that all children can and will learn in the Little Rock School District.
13. Evidence of a strong commitment to quality desegregated education.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**



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The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Provides site-based professional development for school staff to develop a culturally proficient school which is more responsive to the needs of the school community and parents.
2. Assists with the completion of document translations at the campus level as required, including but not limited to letters, student/parent handbooks, school news, program brochures, etc.
3. Assists with interpretation services for Baseline Academy as required.
4. Coordinates and facilitates collaborative sessions for language minority parents and Baseline Academy where the focus is on improving communication between the schools, parents and community (translation and interpretation).
5. Models exemplary practices in cultural proficiency to improve communication and collaboration among all stakeholders.
6. Provides on-the-job assistance to teachers in school as they work to improve regular communication with parents and the community (translations and interpretations).
7. Serves as a reflective partner with the principal and teaching staff in encouraging culturally appropriate practices, as they relate to inclusiveness and access to schools for the language minority parents and community.
8. Contributes in the development of the Annual Parent Satisfaction Surveys.
9. Assists with focus group studies to monitor the level of parent involvement at Baseline Academy, along with monitoring participation rates for English Learners in all aspects of school activities.
10. Assists in monitoring and evaluating Baseline Academy's capacity for interpretation/translation services to meet the needs of parents and the community.
11. Other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.