



# Little Rock School District

## JOB DESCRIPTION

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

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

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### **JOB GOAL:**

Assumes responsibility for serving as a liaison between the home and the school, facilitating the involvement of parents and community persons in meaningful relationships with students and the school staff. Establishes effective communication between home and school community outreach and training opportunities for Hispanic parents and students' families.

### **TERMS OF EMPLOYMENT:**

Ten (10) month 200 days, 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**

### **QUALIFICATIONS:**

1. Must be fluent in English and in Spanish particularly in the areas of Speaking, Reading, and Writing.
2. High School Diploma or G.E.D; 60 college credit hours preferred.
3. Ability to work positively with other parents and district personnel. Take initiative in coordinating and organizing activities, and ability to accurately collect, organize and maintain data and information for reports.
4. Must have flexibility to work some evenings and weekends as during parent and/or community events.

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

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. Contact parents and families through phone calls, home visits and meetings at school or district site in order to encourage participation in school activities.
2. Provide information to parents concerning district policy and procedures such as registration, curriculum, assessment, discipline, etc.
3. Develop on-going procedures for establishing and maintaining a positive working rapport with parents of the target population.
4. Assist as liaison between students who are involved with support groups, their families and the school and coordinate other human resource services.



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5. Assist in organizing activities to promote a positive school climate: general supervision for conflict resolution, motivating parents to become active supporters of school programs, as well as active participants regarding student services, and answering parental questions, as appropriate.
6. Assist with problems, concerns, complaints, and grievances relative to student rights and responsibilities.
7. Perform other related student services projects when 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.