

**RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT**  
**JOB DESCRIPTION**

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**JOB TITLE: BILINGUAL SERVICES LIAISON**

**DEPARTMENT: STUDENT SERVICES**

**REPORTS TO: ASSOCIATE PRINCIPAL**

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**DEFINITION:**

Under the supervision of the associate principal and the direction of other certificated staff, provides support for the education of English Learners including translation services, family support and communication. Serve as a liaison between the school and the Spanish speaking community. Works with teachers and principal at a school site to meet the needs of bilingual students and to provide support.

**EXAMPLES OF DUTIES:**

Essential duties and responsibilities include the following.

- Translates verbal and/or written information, and District documents as needed.
- Communicate and coordinate services with community partner service providers.
- Coordinates translation and interpretive services for the District.
- Maintains student records for all students served: HLS, bilingual test results, BILP's, reclassification and student lists.
- Assists in coordinating language testing.
- Enter student data into the Student Information System.
- Provides support for new students and their families.
- Assists in organizing and completing the reclassification process.
- Provides needed support to English Language Learner Programs at different school sites, makes parent contacts, assists with parent conferences, and/or translates written information as requested.
- Answers inquiries over the phone or in person resolving routine questions independently and providing information in response to inquiries.
- Locates and/or prepares materials to meet specific academic needs in both English and the desired second language and implements remediating activities as requested.
- Works close with EL Administrator to plan, organize and facilitate DELAC, Parent Academy and Latino Recognition Night.
- Other related duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**KNOWLEDGE OF:**

- State testing requirements and identification criteria

- Reclassification criteria and testing protocols
- Public relations and customer service skills
- Instructional strategies for English Learners
- Proper English usage, spelling, grammar, punctuation and vocabulary.
- Appropriate language usage in both English and Spanish.
- Basic computer skills.
- Modern office equipment.
- Behavior management strategies and techniques relating to pupils.

#### **ABILITY TO:**

- Understand and carry out written and oral instructions from supervisor
- Operate computer and knowledge of basic computer programs such as spreadsheets, excel and word
- Multi-task
- Read, write and speak with fluency in both languages
- Demonstrate proficiency in reading, writing and mathematical skills sufficient to obtain a passing score on a standardized proficiency test as needed by the District.
- Work well with school staff
- Communicate with adults and children in English and the desired second language
- Translate from English to the desired second language, and from the desired second language to English
- Administer student tests and organize reports and materials
- Build trust and communication with all segments of the community
- Provide assistance to students in the core subjects
- Effectively supervise students in a variety of situations.
- Maintain the security and confidentiality of specified records and information.

#### **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 job functions.

- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Light to moderate physical effort standing and/or walking for extended periods of time.
- Frequently lift and/or move up to 15 pounds, and may occasionally lift and/or move up to 60 pounds.
- Lifting and/or transferring of students.
- Mobility to stand, stoop, reach and bend.

#### **ENVIRONMENT**

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

### **EXPERIENCE AND EDUCATION**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

#### **DESIRABLE EXPERIENCE:**

- Previous experience working with students in group settings.

#### **EDUCATION**

- Equivalent to the completion of high school.
- AA Degree or two years of college (48) units.
- First Aid and CPR certificate desirable.
- Must be computer literate and proficient in the use of Microsoft Word, Excel and Google Suite and be willing to learn the student information system.

### **LICENSE REQUIREMENT**

- A valid California Drivers License