

SCHOOL / COMMUNITY LIAISON (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position providing liaison services between a school district and the community. Incumbents plan or assist in the planning of parent and community oriented programs. Responsibilities include small group tutoring for at-risk students and the administration of testing programs for a school. Work is performed under the general supervision of a school administrator. Supervision is not normally a function of the class. An incumbent in this class is required to be bilingual in English and Spanish and must be able to read and write in both languages.

TYPICAL WORK ACTIVITIES:

1. Plans parent advisory council meetings;
2. Assists in planning staff development workshops;
3. Acts as teacher-parent liaison in the referral to appropriate community resources;
4. Provides bilingual small group tutoring in reading for at-risk students;
5. Administers assigned testing programs, orders tests for program, schedules tests, and prepares evaluation packets for grants;
6. Maintains log of home visits and parent outreach activities;
7. Corresponds with parents in Spanish and English regarding student progress, disciplinary problems, social service programs, and community referral services;
8. Maintains folders for students receiving tutoring;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of elementary school level subject matter and reading instruction techniques; good knowledge of current reading instructional resources; good knowledge of the community and community resources; ability to work, read, write, and converse in Spanish and English; ability to plan and carry out parent / school meetings and staff development workshops; ability to establish and maintain effective working relationships with the Spanish speaking community, school personnel, and social service agencies; ability to communicate effectively, both orally and in writing; ability to organize work; ability to maintain records; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of full-time work experience which involved translating and/or interpreting Spanish;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of the work experience in (A) above;
- OR: (C) Graduation from high school or high school equivalency and four (4) years of the work experience in (A) above;
- OR: (D) An equivalent combination of training and experience described in (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State Motor Vehicle Operator's license at time of application.
Possession of license at time of appointment.
2. Candidate must be fluent in understanding, speaking, reading, writing, and translating Spanish.

NOTE:

Use of personal vehicle for field work may be required. Mileage reimbursement for this use will be provided.

AR0221

ADOPTED: 07/02/93

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