

Bilingual Parent Liaison Position

QUALIFICATIONS:

1. Must have a High School Diploma or equivalent; Bachelor's Degree preferred
2. Ability to work positively with other parents and district personnel
3. Ability to take initiative in coordinating and organizing activities and events
4. Ability to accurately collect, organize and maintain data and information for reports
5. Bilingual capability preferred
6. Must have dissemination skills for printing newsletters and other publications
7. Must have good organizational skills
8. Must be willing to work flexible hours and attend some evening or weekend meetings as needed
9. Experience with technology and Office Word/Excel/Publisher preferred
10. Must have a valid driver's license

PERFORMANCE RESPONSIBILITIES:

The Bilingual Family Liaison is responsible for working with families to improve their understanding of the school system, maximize their involvement in school activities and minimize any linguistic barriers that keep families from full participating in the educational process. The liaison will work to establish effective communication between home and school and improve community outreach and training opportunities for parents and families in support of the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding. This position focuses on working with families for whom English is a second language.

SPECIFIC RESPONSIBILITIES:

1. Assist in the support and implementation of the District/School based goals of family engagement
2. Assist in the planning and implementation of meetings and activities for parents of Lowell Public Schools students
3. Assume responsibility for maintaining records related to but not limited to school/family contact lists, welcome services and orientations, newcomer family supports, interpretation for families as needed, identification and matching of interpreters/translators for languages other than English
4. Assist in the development and dissemination of bilingual parent information to increase parent knowledge of programs and activities offered in Lowell Public Schools
5. Plan, attend and lead regularly scheduled family liaison trainings, meetings and events.

6. Assist in the coordination and integration of parent involvement strategies with other city programs and agencies
7. Make parent contacts when needed through letters, newsletters, phone conversations, emails and home visits
8. Work with parents and teachers to plan programs that increase parental participation in school activities and school site council activities
9. Gather information - such as through conducting a survey - to identify topics important to families and their children in order to better plan workshops/activities
10. Help plan and organize parent volunteers for school and central office activities that are developed to promote family involvement in the policy, program and budget decision-making process

REPORTS TO: Principal

SALARY RANGE: \$19,000-\$24,000 per year

WORK YEAR: follows school calendar