

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
BILINGUAL LIAISON

DEFINITION:

Under general supervision, performs a variety of instructional activities for children and facilitates communication between program and parents.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

School Site Implementation:

Follows accepted principles, practices, rules, and regulations of the school site; assists in the integration of services; assists in informing parents of activities and contacting parents regarding issues with children, assists communication through bilingual translation between program and parents.

Supervision of Children:

Assists in the management of child behavior through the use of positive strategies and techniques; provides necessary supervision in such activities as field trips, academic activities, rest time, playground, snack service, and arrival and departure of children; administers routine first aid and requests assistance for non-routine injury or illness; provides information to the site facilitator for parent teacher conferences and communication.

Tutoring/Remediation and Instruction:

Assists with the presentation of learning materials, instruction, and assessment, and prevention exercises for participants in the Title VII program; tutors individual children and small groups of children during or after school hours to reinforce and follow up learning activities provided by classroom instructors; monitors and assists children in drills, practices, and study activities as a follow-up to regular classroom curriculum; assists in the preparation of a variety of instructional materials and learning aids for use with individual or small groups of children; may participate in confidential child progress report activities or conferences; assists in maintaining an orderly, attractive, and positive learning environment; assists children in computer applications of classroom curriculum; attends inservice training and conferences as approved by the project administrator; Drive occasionally for department business (optional).

QUALIFICATIONS:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including experience working with groups of children; fluent in English and Spanish; high school graduate or equivalent; first aid and CPR training desirable.

Knowledge of:

Appropriate language usage in both English and Spanish, punctuation, spelling, and grammar; basic arithmetical concepts; basic concepts of child growth and development, and developmental behavior characteristics; child behavior management strategies and techniques; basic computer applications and software, including word processing.

Skill and Ability to:

Assist in the planning, organization, and conduct of a comprehensive academic program; read and understand instructions, teaching manuals and/or guides; supervise children successfully; follow instructions with a minimum of direction; work independently and make decisions within the framework of established guidelines; work without immediate supervision in direct, one-on-one and small group tutoring; adapt to individual needs of teachers and children and work with interruptions; work successfully with children and staff; understand and maintain confidentiality; accept, understand, and relate to children who have behavioral, coordination, or learning concerns; be trained willingly in the use of specific instructional software; manage multiple tasks; serve as an appropriate English and/or Spanish speaking model as required by assignment; adapt to changes in routine and children's needs as they arise.

Other Characteristics:

Desire to assist children to grow and develop to their fullest potential; ability to link parents with their child's education.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting, walking or standing, and may involve some running.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.