

MOUNTAIN VIEW SCHOOL DISTRICT

MIGRANT and NEWCOMER COMMUNITY LIAISON

DEFINITION

Under general supervision, provides a communication link between the community and Migrant education program; and Newcomer education program; interprets District policy, regulations, and program goals and objectives; assists in the planning, organization, and conduct of a parent volunteer service program; and does other related work as required.

ESSENTIAL DUTIES

- Performs a variety of services as a communication link between the Migrant educational program and members of the educational community.
- Performs a variety of services as a communication link between the Newcomer educational program and members of the educational community.
- Participates in a variety of activities to assist community members in understanding program goals and objectives, and enlists their support and involvement in the educational process.
- Performs follow-up functions and activities related to student attendance, welfare, and other support services.
- Assists in creating a greater understanding of educational procedures, issues, and advocacy.
- Aids parents in the development strategies and techniques in the planning and conduct of advisory meetings and workshops.
- Provides translation and interpretative services pertaining to both oral and written communication.
- Participates in confidential and sensitive conferences with school community members.
- Participates in home visitations to ensure appropriate communication, and to assist parents and other educational community members in their awareness of youth and community services.
- Actively participates in the planning, organization, and coordination of advisory committee functions and activities.
- Performs a variety of planning, organization, and coordination functions and activities related to parent volunteer service programs.
- May participate in the conduct of language proficiency and assessment surveys.
- May provide transportation to parents in need of community social services or school meetings.

QUALIFICATIONS

Knowledge of:

Procedures, methods, techniques, and strategies utilized in the development of community and parent liaison processes;

Multilingual and multicultural programs as required by the assignment;

Purpose, goals, and objectives of public education;

Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community and parent problems, issues and concerns.

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Ability to:

Speak, read, and write other languages based on District need, and serve as an appropriate English speaking model as required by the assignment;
Creatively and innovatively provide liaison services to the Migrant parents and educational community;
Conduct of a comprehensive parent volunteer service program;
Effectively perform multilingual and multicultural need assessments;
Interpret programs and activities designed to enhance educational opportunities;
Understand and carry out oral and written directions;
Establish and maintain cooperative educational community relationships.

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 most of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, having the manual dexterity to operate business related equipment, and handling and working with various materials and objects that are important aspects of this job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of experience in a community service program and/or related educational areas.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in community awareness or in multilingual and multicultural programs.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Board approved: May 17, 2023 (revised)