

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Migrant Education Liaison	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Migrant Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-32/CSEA 125 Salary Schedule

LANGUAGE OPTIONS:

Incumbents are required to speak, read, and write fluently in English and one of the following language options: Hmong, Lao, Spanish or other foreign languages as required by the District to communicate, translate and assist in the education of each student at a high level in support of student achievement.

BASIC FUNCTION:

Under general direction of an assigned supervisor, assist in providing identified students in need of educational support to stay in school on target to graduate for recruitment; determine eligibility for State or federally funded program; provide family/community liaison duties for student support and clerical assistance in maintaining eligibility of families in participation of program to meet the needs of families, students and sites.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Actively identify and recruit program participants; assist in developing and implementing strategies to publicize the assigned program to provide students access to high quality learning options and a variety of activities. *E*

Assist Parent Trainer at Parent Advisory Council (PAC) meetings, trainings, and elections to establish collaborative relationships with staff, families, students and the community; provide training for parents in a variety of areas and general assistance for large events in the Migrant program. *E*

Perform liaison and clerical work in maintaining eligibility of families for acceptance in program; maintain accurate documentation and complete Certificate of Eligibility to meet the needs of students and families in a reasonably and timely manner. *E*

Communicate with parents by telephone, home visits and mail regarding attendance, transportation, food, clothing, health and related matters; provide information regarding school and community programs on an on-going basis to offer students access to high quality learning options and a variety of activities to achieve their personal best; make referrals to outside agencies. *E*

Assess community needs and interests, monitor enrollment in the assigned project or program and make recommendations regarding the effectiveness of the program. *E*

Assist families with problem resolution, including but not limited to attendance, transportation, food, clothing and health; may also provide follow-up to families, as needed, to better assist students to learn at grade level and beyond. *E*

Provide translation from English to a second language, as necessary, to ensure comprehension of information; translate written materials. *E*

Provide program related transportation for parents, as necessary. *E*

Perform clerical duties including, filing, copying, record keeping and preparation of routine reports; operate a variety of office equipment including but not limited to copiers, typewriters, fax machines, computer and assigned software. *E*

Attend meetings, in services and workshops in order to assist in the education of students at a high level. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation and three years of experience working in a social service program or community agency.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License; must pass Fresno Unified School District's language test to demonstrate proficiency in English and a designated second language.

Special Requirements:

This position maybe expected to work flexible hours to meet the needs of the students, families and sites in support of student achievement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage in oral and written communication skills, grammar, spelling, punctuation and vocabulary.
Applicable State and federal regulations, laws and rules related to assigned activities.
Policies and objectives of assigned program and activities.
Current office terminology, practices, procedures and equipment.
Accurate record-keeping and filing techniques.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.
Basic computer hardware and software programs related to including but not limited to word processing and spreadsheets.
Health and safety regulations pertaining to current position.
District and community resources.

ABILITY TO:

Read, write and translate English and a designated second language.
Learn and communicate the goals and general provisions of the program.
Facilitate program development.
Operate a variety of office equipment including but not limited to computers, typewriters, copiers and fax machines.
Understand and communicate effectively both orally and in writing.
Conduct meetings with families for the purpose of providing and obtaining information.
Perform liaison duties between school and families.
Maintain accurate records and prepare reports.
Plan and organize work with minimal supervision to meet schedules and time lines.
Analyze situations accurately and adopt an effective course of action.
Establish and maintain effective working relationships with a diverse range of people.
Learn new or updated computer systems/software programs to apply to current work, as trained.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; driving a vehicle to conduct work; some evening recruitment and/or evening meetings; contacts with students, families, teachers, administrators, community agencies, the general public and community members; constant interruptions; repetitive activities; contact with dissatisfied individual..

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, walking, sitting or standing for periods of time; dexterity to operate a computer or other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information, making presentations and conducting telephone interviews; seeing to read.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions