

**Job Title:** DISTRICT BILINGUAL/ESL/PARENTAL LIAISON-  
**Reports to:** Bilingual/ESL Director  
**Dept./School:** Bilingual/ESL Program  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** June 15, 2020

### **Primary Purpose**

To facilitate and coordinate strong and productive relationships between parents, community and schools. To provide adult literacy classes and to assist in educating parents on how to help build a strong educational foundation for their children.

## **QUALIFICATIONS**

### **Education/Certification**

A minimum of 60 college hours.  
Valid driver's license.  
Have own vehicle.

### **Special knowledge/Skills**

Knowledge of basic computer operations and skills.  
Ability to operate personal computer.  
Ability to conduct adult literacy classes.  
Effective organizational, communication and interpersonal skills.  
Ability to work well with parents.  
Ability to conduct public meetings.  
Bilingual-English/Spanish.

### **Experience**

Minimum of 3 years adult literacy instruction, preferred.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Instructional Support**

1. Maintains good communications and telephone skills.
2. Assists Bilingual/ESL Director with identifying and implementing effective strategies for motivating and involving parents.
3. Assists with promoting a climate conducive to open communication and productive partnerships between parents, schools and community.
4. Assists with the planning of parental involvement meetings, trainings and workshops.
5. Prepares materials and activities as needed for parental involvement meetings, trainings and workshops.
6. Develops and implement district-wide workshops for parents which include, Gradebook and community-related trainings.

7. Provides basic education in reading, writing, grammar, and practical vocabulary to assist with employment, daily living, and speaking English.
8. Conduct and assist in parent meetings, trainings and workshops in English and Spanish.
9. Assists with community volunteers to provide parent trainings as identified through parent surveys.
10. Assists with compiling available community resources based on parent interests and/or needs.
11. Informs the-Bilingual/ESL Director of the status of all projects and directions or requests received internally or externally.
12. Makes home visits as assigned and necessary and/or contact parents through various means of communication.
13. Creates lesson plans and utilize various curriculum resources, integrating Competencies, Goals, and Objective into lesson plans.
14. Utilizes curriculum that reflects the diverse educational, cultural, and linguistic backgrounds of the students served.
15. Utilize various instructional methods, including tactile, visual, and auditory learning preferences.
16. Promotes active classroom participation.
17. Provides students with lesson exams to determine their progress, and provide feedback.

#### **Policy, Reports, and Law**

18. Maintain files on student/parent enrollment, progress, attendance and use of instructional programs.
19. Compile, maintain and file all physical and computerized reports, records, and other documents as required.

#### **Other**

20. Participates in staff development, faculty meetings, and special events as needed.
21. Assists with staff development training for parental aides at the bilingual academies.
22. Assists parental aides at the bilingual academies in developing parental trainings that target the instructional needs of bilingual students.
23. Prepares announcements for district-wide bilingual/ESL trainings.
24. Serves as a bilingual/ESL student/parent advocate.
25. As needed, assists in translating written notes/documents to enhance communication between district and community.
26. Assists in collecting and compiling bilingual/ESL summer school registration forms.
27. Understands the importance of state assessments and effectively communicates this importance to parents, and assists them in navigating through the TEA website parent portal and other relevant resources that support the achievement of their bilingual students.
28. Educates parents of bilingual students in the importance of helping their children develop a vision for their future, and assists in making this attainable by helping parents understand the requirements for graduation.

- 29. Communicates to parents, through meetings and trainings, the importance attendance plays in the academic advancement of their children.
- 30. Performs other duties assigned by the Bilingual/ESL Director.
- 31. Maintains confidentiality of information.

**Supervisory Responsibilities**

None.

**EQUIPMENT USED**

Copier, personal computer, laminator, die-cut machine shredder, paper cutter, poster machine.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; coordinate multiple projects, meet deadlines. Frequent, prolonged and irregular hours; frequent district-wide and occasional state or travel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_