



Job Title: **Community Liaison**

Department: Language and Cultural Services
Reports To: Executive Director of Language and Cultural Services
Grade: BG-05
Number of Days: 12 Months
Security Access: Education Service Center
Current Date: May 3, 2017
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: The community liaison serves as a support to the district and the community with specific responsibilities for engaging the Hispanic and Spanish-speaking community, providing information on programs/services available to students and families, facilitating relationships with Hispanic media and Spanish-speaking media outlets, referring families to outside agencies, providing parent education opportunities, and fostering an ongoing partnership between the home and school.

Minimum Qualifications:

- Bilingual (English and Spanish); associates degree related to education, counseling, community service, social work.
- Two to four years of related work experience required.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. .

- Establish ongoing written and oral communication with Hispanic families in the district.
- Plan, coordinate, and facilitate community outreach activities and maintain connections with the Hispanic community (including parent groups, medical and dental health providers, legal resources, etc.).
- Facilitate information between Hispanic parents and the district when concerns or questions arise.
- Attend and participate in local area community organizations to support the Hispanic community.
- Maintain a variety of confidential and non-confidential records and prepare reports.
- Provide parent education classes.
- Facilitate connections for schools and community organizations to host family and student events.
- Communicate with parents on behalf of school or district teams for the purpose of ensuring an ongoing partnership between the home and school.
- Conduct parent meetings as assigned for the purpose of gaining information and/or discussing needs and problems involving students and families.
- Confer with teachers, parents, and community agency personnel for the purpose of assisting in evaluating student progress and/or implementing student objectives.
- Coordinate home visits and parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and families.
- Organize a variety of activities for the purpose of providing support to school and parents, showcasing students' talents and abilities, and celebrating the diversity of the community.
- Participate in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable of program guidelines.
- Refer students and families to outside agencies for the purpose of ensuring the needs of students and families are met.
- Respond to inquiries from a variety of internal and external sources for the purpose of providing information and/or direction as required.
- Visit families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.
- Provide professional oral and written translation of media releases and communication with Spanish-language media.
- Manage relationships and network within the Hispanic community to understand needs and identify marketing, media, and support opportunities for the district.
- Assist the communications team with Hispanic media relations including on-air and print interviews.
- Prepare and deliver professional presentations about the district and programs to a variety of audience in English and Spanish.

- Attends events, fairs, and expos to assist families and provide families with information about the district.
- Some events require attendance in the evenings and on weekends.
- Performs other tasks, duties, or services consistent with this position as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proficient bilingual oral and written skills in English and Spanish. Demonstrated success in planning, organizing, coordinating, and managing events, community outreach, or parent education.
- Demonstrated success in collaborating and networking with multiple departments and organizations to design and host an event.
- Demonstrated professional presentation skills for various groups.

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours.
- Normal effort of occasional periods of light physical activity.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.