



**Job Title: Dual Language Program Parent Liaison**

**Department:** Dual Language Immersion Program  
**Reports To:** Principal of Dual Language Immersion Program  
**Grade:** IS-03 or IS-06 Depending On Highly Qualified Status  
**Number of Days:** 200  
**Security Access:** None  
**Current Date:** May 17, 2012  
**Overtime Status:** Exempt

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**Job Objectives:**

**Minimum Qualifications:** Dual Language Program Parent Liaison will facilitate communication and involvement between English speaking families, Spanish speaking families and the Dual Language Program to encourage high levels of student achievement and to promote increased parental involvement.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- High School diploma.
- Be “highly qualified” as defined in the No Child Left Behind Act of 2001.
- Prefer at least two years of college training in education or a related field.

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

- Assist with planning and implementation of community events that include Dual Language parents.
- Serve as a connection between the Dual Language program and families.
- Develop a calendar of activities for parents.
- Facilitate and implement parent involvement programs for Dual Language families.
- Document and keep records of all parent outreach and involvement.
- Plan and facilitate parent workshops for Dual Language families.
- Inform parents on a regular basis of school/student related activities.
- Assist with data collection and Dual Language program evaluation.
- Attend workshops with other functions related to parent involvement activities.
- Assist school with securing important documents from parents.
- Encourage parents to become more involved in school activities such as PTA, volunteer opportunities, and other school committees
- Other duties and responsibilities.

**Supervisory Responsibility:** Does not directly supervise any individuals.

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

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