



City of St. Charles School District

DISTRICT PARENT LIAISON/INTERPRETER

Reports to:	Associate Superintendent of Human Resources
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	To be established by the Board of Education annually
Evaluation:	Performance in this position will be evaluated regularly by the building principal/supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

To increase parent and family involvement in schools by breaking down language barriers. His or her role is to establish effective communication between home and school and improve community outreach and training opportunities for non-English speaking families of students in PreK-12. The efforts of this position will support the instructional program for ELL students. The duties and responsibilities of the District Parent Liaison/Interpreter will include activities that occur within and outside of the school district.

The District Parent Liaison/Interpreter complies with Title III, Part A, state law, and District policies and regulations. This position provides supplemental support in parent involvement strategies including parent conferences, frequent home communications, and parent outreach activities. (Title III, Part A)

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Assists students, staff, teachers, parents, and community members (e.g. applications for services, transporting parents/students, interpreting technical information, enrollment paperwork, newsletters, school messenger phone alerts, etc.) for the purpose of providing and/or conveying information and other services required by parents or teachers.
- Communicates with parents on behalf of school (e.g. pertinent district policies, curriculum, assessment, handbook/code of conduct, attendance and homework issues, food service information, available programs/services, back-to-school events/family nights, Parent University, Care to Learn/Neighbor Helping Neighbor, completing paperwork, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed.
- Confers with administrators, teachers, parents and/or appropriate community agency personnel (e.g. IEP/504 plan/Care Team, DFS investigations, attendance, discipline, parent-teacher conferences, follow-up as needed) for the purpose of assisting in evaluating student progress and/or implementing student objectives.

- Contact parents and families through phone calls, video conference, and other means for the purpose of gaining information, discussing needs/problems, and/or encourage participation in school/district activities and events.
- Interpret and/or coordinate interpretation/translation services for parent meetings as assigned for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Interprets/translates and/or coordinates the interpretation/translation of written communications as requested in a designated second language for the purpose of assisting students, parents, teachers, and others communicating effectively (e.g. letters, bulletins, newsletters, calendars, notices, community resources, food service communications, special education, etc.).
- Forms relationships with outside community agencies for the purpose of seeking resources and activities that will increase the participation of non-English speaking families in school and parent training opportunities. Suggests students and their families to outside agencies as appropriate (e.g. State agencies, County/City agencies, foundations, charities, etc.).
- Maintains regular attendance.
- Complies with State Law and District policies and regulations.
- Attends meetings, committees, and district workshops as directed.
- Maintains confidentiality, unquestionable integrity
- Performs all other duties as assigned.
- Attends/Completes District PD and training.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EDUCATION AND/OR EXPERIENCE:

- Must be fluent in English and Spanish, particularly in the areas of speaking, reading, and writing.
- High school diploma or equivalent.
- 60 hours of college credit.

COMMUNICATION SKILLS:

- Strong communication and public speaking skills in both English and Spanish.
- Ability to effectively present information and respond to questions from administrators, students, staff, parents, and the general public consistent with the duties of this position.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure consistent with the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work with children and other adults.
- Ability to work with individuals and groups
- Must have patience working through difficult situations
- Ability to learn new skills, flexibility, and willingness to perform a variety of tasks.
- Works well with others, follows written and oral directions and completes assignments given.
- Ability to establish and maintain positive and effective working relationships with students, peers, parents and staff members, other departments, and organizations outside of District.
- Is self-directed and works without direct supervision.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form consistent with the duties of this position.

OTHER SKILLS AND ABILITIES:

- Ability to accurately perform assigned tasks.
- Ability to accurately collect, organize and maintain data and information for reports.
- Ability to perform duties in full compliance with district requirements and School Board Policies.
- Ability to promote harmonious working relationships with staff and outside business representatives.
- Possesses excellent oral and written communication skills consistent with the duties of this position
- Possesses interpersonal relationship skills consistent with the duties of this position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions, While performing the duties of this job, the employee may frequently lift and/or move at least 50 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

District Parent Liaison/Interpreter

Revised SY 2019-2020

Revised SY 2022-2023

Revised SY 2024-2025