

# SUNNYVALE SCHOOL DISTRICT

June 2018

## **CLASS TITLE: BILINGUAL SPECIAL EDUCATION HOME LIAISON**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, performs a variety of clerical and statistical record keeping duties related to the enrollment, exit or withdrawal of special education students, according to established policies and procedures. Provide for language assessment testing of identified Special Education students at various school sites; serve as a resource and liaison between the program and families; provide oral and written translation of correspondence, forms, articles, technical manuals and other instructional and educational materials from English to a designated second language.

### **ESSENTIAL DUTIES:**

Provide for language assessment testing of identified Special Education students at various school sites; administer, translate and score student tests; record and maintain screening test results.

Communicate with parents and site and District personnel regarding testing schedules, procedures and materials; provide technical and program information as requested and explain testing requirements and procedures.

Prepare translations of documents, letters, brochures, reports and assorted written materials to facilitate communication with non-English speaking parents, students, staff and members of the community.

Perform a wide variety of responsible secretarial and clerical duties related to the assigned function; compose independently or from oral instruction, letters requesting or providing information or dealing with routine matters.

Provide interpretation at a variety of meetings and conferences as assigned; assure parents, students and others understand meeting objectives and information; maintain confidentiality of sensitive information.

Serve as a resource and liaison between the program and families; schedule and conduct home visits with families; interview families; provide information as requested.

Compile information and prepare and maintain a wide variety of complex data, records and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment.

Coordinate office communications; initiate and answer telephone calls; schedule appointments; explain program policies and procedures; provide information of general or limited technical nature to parents, staff and others.

Drive a vehicle to travel to various District locations to administer tests and perform translation duties.

Operate office equipment including a computer, and fax machine.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District testing procedures and practices.

Methods of student assessment and placement.

Policies and objectives of assigned programs and activities.

Laws, codes, rules and regulations related to assigned activities.

Record-keeping and report preparation techniques.

Interpersonal skill using tact, patience and courtesy.

Oral and written communication skills.

Correct oral and written usage of English and a designated second language.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

**ABILITY TO:**

Provide for language assessment testing to identified Special Education students at various school sites.

Read, write, translate and interpret English and a designated second language.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Serve as a liaison between the program and families.

Work effectively with individuals in various socioeconomic and cultural backgrounds.

Understand and communicate the needs of school and District personnel, students and parents.

Meet schedules and time lines.

Maintain records and prepare reports.

Operate a vehicle to conduct work.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Maintain confidentiality of sensitive information.

Determine appropriate action within clearly defined guidelines.

Operate a variety of office equipment including a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma and two years of clerical experience with increasing responsibilities including administrative support in data entry.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

**TERMS OF**

**EMPLOYMENT:** Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

**EVALUATION:** Performance of this job will be evaluated in accordance to Agreement between the Sunnyvale School District and the California School Employees Association.