

GRESHAM-BARLOW SD 10J

School/Community Bilingual Liaison, CCMS (1222)

JOB POSTING

Job Details

Title **School/Community Bilingual Liaison, CCMS**

Posting ID **1222**

Description

Posting Date: October 4, 2017

Application Deadline: In-District Bargaining Unit Members October 10, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.

Projected Start Date: Approximately October 16, 2017. Exact date to be determined by the district.

School/Community Bilingual Liaison
Clear Creek Middle School
7 hours/day, 185 days/year
Salary Range \$15.01 to \$21.36/hour

Job Summary:

The job of "School/Community Liaison - Bilingual" is done for the purpose/s of serving as a resource to other school personnel requiring assistance with non-English speaking persons (with a specific focus on issues related to student enrollment, attendance, discipline, and keeping the community informed of key school events), working with parents to promote understanding and independence in accessing school information and assisting (under direct supervision) in the supervision and instruction of English Language Learners.

Essential Job Functions:

- Translates verbal and written communication/s for the purpose of assisting students, teachers, administrators, office staff, counseling staff, security monitors, and parents in communicating effectively
- Provide activities that promote parental involvement, provide information and training to parents and increase parental access to school
- Work with administrators, counselors, social worker, nurse and outside agencies (as needed) to assist students and families
- Provides language support by phone to feeder schools and other schools in the district as appropriate for the purpose of assisting students, teachers, administrators, office staff, and parents in communicating effectively
- Administers tests and language assessments under the guidance of an ESL teacher or counselor for the purpose of evaluating students' language ability and scheduling students in classes
- Performs recordkeeping and basic clerical functions for the purpose of supporting teachers in maintaining students' files and inputting data into the ELL and other databases
- Maintains flexible work hours in order to accommodate the needs of the school community at evening meetings and events
- Has prompt and regular attendance

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Participates in various meetings for the purpose of sharing information and/or improving one's skills/knowledge
- Assists with the transportation needs of students, including walking them to and from the bus, supervision of students on the way to and from the bus, supervision of loading and unloading of busses, arranging for the transportation needs of students

Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience paid or volunteer with school age children and families
- Skills, Knowledge and/or Abilities Required: Skills to perform basic clerical functions, perform basic arithmetic calculations, operate standard office equipment (including the use of specific computer applications), use English in verbal and written form, use correct grammar, punctuation and spelling. Knowledge of designated language (written and oral), principles of child development, instructional processes. Abilities to stand and walk for prolonged periods, communicate effectively in both English and designated language, understand and carry out oral and written instructions, maintain confidentiality of student records, meet scheduled deadlines, read/interpret/apply rules, regulations, policies, rapidly learn methods and materials used in a variety of instructional situations. Significant physical abilities include reaching/handling/ keyboarding, talking/hearing conversations, near/far visual acuity.
- Education Required: High School Diploma or equivalent
- Licenses, Certifications, Bonding, and/or Testing Required: Criminal Justice Fingerprint Clearance, First Aid and Bloodborne Pathogen training

*Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

Shift Type **Full-Time**
 Salary Range **\$15.01 - \$21.36 / Per Hour**
 Location **Clear Creek Middle School**

Applications Accepted

Start Date **10/04/2017**