ESL Parent/Student/Teacher Liaison

Reports to: Principal
Supervises: None
Term of Employment: 10 months
Salary: Title I and Title III
FLSA Exempt/Non-Exempt: Non-Exempt

Qualifications:
• Holds a two-year degree
• Demonstrates effective oral and written communication skills on English/Spanish
• Relates well to people of all ethnic groups
• Is trustworthy, ethical, and dependable

Essential Job Functions:
• Provides a variety of information to Title III families that includes, but is not limited to, the school’s procedures, instructional programs, support programs, student code of conduct, and policies
• Participates in a variety of meetings, workshops and teams for the purpose of conveying and/or gathering information as needed to support Title III families and school staff
• Supports students in academic success and attendance
• Participates in home visits as needed/assigned for the purpose of enhancing student success, increasing parent/legal guardian understanding, and ensuring safety of students/personnel
• Facilitates and supports Title III parental understanding of students’ academic achievement and attendance as a means of dropout prevention
• Provides information to parents about the resources available to them throughout the school system and community
• Attends ESL, PLC, and school level meetings and training sessions as requested
• Performs other duties and responsibilities as needed/assigned for the purpose of assisting Title III families and assisting in the completion of program activities
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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions