



David Douglas School District #40

Classified - Job Description

DISTRICT BILINGUAL LIAISON (CHINESE)

Schedule: 4 hours per day / 9 months per year
Class: 10

POSITION PURPOSE

To work with students, staff, community groups and social service agencies to coordinate the academic and social needs of Chinese students and families.

NATURE AND SCOPE OF RESPONSIBILITIES

- Register immigrant families who have limited English abilities: assist with immunization requirements; lunch applications; orientation to school, etc.
- Assess students for English proficiency: translate transcripts; evaluate native language proficiency; communicate with ESL teachers, classroom teachers, counselors and administrators
- Support school teams in monitoring student attendance
- Translate and interpret as requested
- Interpret during all district parent teacher conferences and parent communication days (modified work schedule)
- Interpret during special education assessment and parent meetings
- Assist staff in the monitoring of student records and assessment materials
- Coordinate after-school tutorials
- Provide instructional support to immigrant students, and families through tutoring and small groups
- Serve as a liaison to parents regarding school information, academic progress of students and behavioral referrals
- Plan and implement cultural activities with district or school teams
- Promote participation in student leadership and extracurricular activities
- Coordinate with counselors and administrators the development of post-graduate plans for students
- Identify social service agencies for families
- Performs other duties as required by the Director of ESL and Equity

QUALIFICATIONS

- Fluent in Chinese and Cantonese - Proficient in writing Simplified Chinese
- Two years college experience or equivalent
- Knowledge of English usage, spelling, mathematics and basic understanding of subjects and conditions in which the liaison is to provide assistance
- Accurate use of a computer word processing program, as well as office machines and audio-visual equipment as needed
- Knowledge of classroom policies and procedures, and school operations and personnel
- Ability to project a pleasant manner and relate well to families and their requests for assistance
- Ability to speak appropriately and effectively in public
- Ability to write clearly in a second language
- Ability to plan and organize materials and ESL events
- Ability to follow oral and written directions; to maintain the confidentiality of sensitive and confidential information
- Ability to work harmoniously with others and to communicate effectively (both verbally and in writing) with district personnel
- Requires possession of a valid Oregon state drivers license
- Must have reliable transportation to travel to and from all school/district facilities

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.