



Irvine Unified School District

COMMUNITY LIAISON/LANGUAGE SPECIALIST

*Arabic OR Chinese (Mandarin, Taiwanese, Cantonese) OR Farsi
OR Filipino (Tagalog) OR Japanese OR Korean OR Spanish*

DEFINITION

Under general supervision, to conduct assessment of primary (native) language proficiency of students, to translate, write, and converse in a foreign language, to establish and maintain an effective communication system in English and native language with parents as appropriate regarding student needs, academic and affective progress and cultural adjustment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Administer primary (native) language proficiency assessments to students.
- Translate legally required documents for the district, if and when needed.
- Assist administrators and teachers in the research of instructional materials for language minority students.
- Assist instructional personnel in developing effective home/school communication, both verbally and in writing.
- Provide clarification in the native language about district programs, student program placement, and options.
- Assist in the establishment and maintenance of communication between the district, school, Language Minority Programs, and the community-at-large.
- Actively participate in the organization and facilitation of parent-outreach programs.
- Participate in activities supporting transition of foreign students and parents into the learning community.
- Participate in activities that develop cultural awareness and proficiency among district and site personnel.

QUALIFICATIONS GUIDE

- Practical knowledge based on life experience, of the cultural value system of language minority students
- Knowledge of the educational systems of the foreign country – school year, grade placement, course of study – is desirable
- Proficiency in the foreign language and English demonstrating comprehension, proper usage, punctuation, spelling, and grammar, the essential skills required for written translations
- General understanding of the stages of child development and related behavior characteristics
- General understanding of the purposes and goals of public education
- Ability to:
 - Communicate effectively in a foreign language and in English
 - Successfully complete the Proficiency Test given by the Irvine Unified School District with a score of 70% or higher
 - Organize and facilitate informational meetings for parents

- Learn and utilize basic protocols and procedures to be followed in providing translation and interpretation support
- Understand and carry out oral and written instructions
- Demonstrate an understanding, patient, warm, and receptive attitude toward children, parents, and staff
- Maintain cooperative working relationships with students, staff, parents and the general public
- Training and experience includes, but is not limited to:
 - Equivalent to the completion of the twelfth grade;
 - Some paid or volunteer experience working with children in an educational setting or any combination of training and experience that would provide the desired knowledge and abilities;
 - Some secondary education and living experience in a foreign country is desirable;
 - Completion of college courses in language, humanities, and social science is desirable;
- Incumbents are encouraged to participate in courses, seminars and workshops in the area of instructional services, psychology or guidance.

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 regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

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 usually moderate.

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[Return to top](#)

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