

AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
ENGLISH LEARNER HOME-SCHOOL LIAISON, BILINGUAL

DEFINITION

Under the direction of the Assistant Superintendent, Curriculum, Instruction and Staff Development, assists certificated employees in planning and providing instruction and/ or information to children and parents at school sites and/ or in the home, assists parents in recognizing the parenting role in the education of their students and demonstrates effective child behavior management practices. Incumbent will change locations based on the needs of the district, students and parents and will be provide a District vehicle upon request while performing the Duties and Responsibilities in this job description..

CLASS CHARACTERISTICS

Positions in this class are distinguished by the requirement for proficiency in a second language. Incumbents are expected to conduct home visits, assist parents with effective child behavior management practices, and provide support for English Learners and promote English Language acquisition and proficiency for parents.

DUTIES AND RESPONSIBILITIES

(Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.)

- Provide support for English Learners with assigned classwork and English Language acquisition and proficiency
- Plan and conduct home visits to families in order to assist parents to increase their effectiveness as their child's first teacher
- Follow up on home visits by connecting families to necessary community services and notifying staff of family needs
- Assist families in site-based learning activities under the direction of the instructors.
- Complete home visit logs
- Participate in staff meetings, parent meeting, and in-service training
- Translate forms, printed information to the language required by the particular program
- Attend meetings during the school day and outside of the school day to act as an interpreter for parents who do not speak English
- Support, encourage and promote English Language acquisition and proficiency for parents/ guardians of English Language Learners
- Use English Learner data to target support

DESIRABLE QUALIFICATIONS

**Knowledge of:**

- Effective methods in working with children and adults
- Decision-making skills
- Available assistance programs within the community
- Report writing and record keeping skills
- Oral and written communication skills

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**Ability to:**

- Successfully work with children and adults in games, play, or group activities
- Read and understand teacher manuals and guidelines
- Follow written and oral instructions with minimal direction
- Work independently and make minor decisions within the framework of established guidelines
- Adapt to individual needs of teachers, students, and parents and work with interruptions

REQUIREMENTS, TRAINING AND EXPERIENCE

- Ability to speak and write fluently in Spanish
- Valid Driver's license issued by the Department of Motor Vehicles
- Two years previous experience working with groups of children and/ or adults
- Possess a High School Diploma or GED
- AA degree or 48 semester units from an accredited college is preferred.
- Post-high school education preferably including courses in early childhood education, child psychology, or behavior modification, adult learning theory or parenting
- Relevant college level courses may be substituted for required experience

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Classroom and home environment with constant interruptions
- Hazards: Potential exposure to volatile and emotional individuals and/ or extreme temperatures
- Ambulatory ability to go to different locations and stand for sustained periods of time
- Sufficient vision to read printed material
- Sufficient hearing to hear in-person and telephone conversations
- Speak in an understandable voice with sufficient volume
- Manual dexterity to write, use a telephone, or computer/ office machines
- Neck flexion and rotation to read and work on a computer
- Bend and twist at the waist
- Kneels, squats, or crouches to work with students and/ or retrieve file materials
- Physical strength and mobility to drive a car
- Walk or run with students
- Lift, restrain, and control children weighing up to 45 pounds

SALARY LEVEL AND WORK DAYS

Range 22 of the ACUSD Classified Salary Schedule, 192 days (180 School Days, 12 Holidays)