

**Gilroy Unified School District
7810 Arroyo Circle
Gilroy, CA 95020**

Position Available – Classified Vacancy Posting

Job Title: School Community Liaison (Bilingual in Spanish)

Positions Available: 1

Location: Eliot Elementary School Site

Administrative Supervisor: Elementary School Principal

Bargaining Unit: CSEA, Chapter #69

Work Year: 10 months (traditional school schedule, 199 paid days full school year)

Work Hours: 25 hours per week – hours will be scheduled weekly to meet program needs.
(Note: will require evening hours for school events)

Funding Source: School Site Categorical Funding

Salary Information: Range 19

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
\$15.71	\$16.46	\$17.33	\$18.16	\$19.11	\$20.02

(Note: New hires to Gilroy Unified School District, salary placement is limited to Step 4 - \$18.16 per hour based on related experience)

Employment Requirements: Obtain a fingerprint clearance from the Department of Justice and FBI through a fingerprint process authorized by Gilroy Unified School District (applicant responsible for the one-time fingerprint clearance fees). Provide results of current TB skin test/assessment.

Deadline to Apply: Friday, August 24, 2018

To Apply: Applicants must apply in writing to Gilroy Unified School District, Human Resources Department, Classified Personnel Services with employee application form, resume and DMV printout. References must be listed on application form. Incomplete applications will not be considered.

Job Description – School/Community Liaison

Basic Functions: To act as liaison between the School District and a specified group of students and parents regarding school, District, community activities and social services. Employees in this classification receive limited supervision from a program administrator and/or school site administrator within a framework of standard policies and procedures. This job class is responsible for providing a communication link between schools, teachers, community, and participating students/parents regarding available programs, services, and activities. Employees in this classification must possess a high level of communication skills, initiative, and creativity.

Typical Duties:

- Act as liaison between special programs, District school sites, participating parents/students, and the community; disseminating accurate and timely information to appropriate person/agencies.
- Translates and interprets in English and Spanish when necessary to accomplish required duties.
- Meets with parents discuss school procedures and to involve them in school/district activities.
- Visits participating students' homes to disseminate and/or collect necessary information regarding school, District and/or community programs, procedures, services and activities.
- Assists in coordinating ethnic and intercultural programs, resource materials, presentations, meetings, and committees between the District, schools, and parents.
- Contacts community service agencies regarding ethnic minority family needs to determine what services are available to families.
- Coordinates special programs as directed.
- Attends a variety of meetings, hearings, conferences, appointments with non-English speaking students/parents; providing transportation as necessary.
- Improving communication and enlisting support from parents.
- Establishes and maintains record of activities, home visits, meetings and prepares necessary reports.

Employment Standards:

- Performs clerical duties in support of assigned office.
- Performs related duties consistent with job description.
- Possession of a valid California Driver's License.
- Knowledge of District policy and procedures, the local community, and the various services available from community organizations.
- Ability to demonstrate bilingual/bicultural proficiency in English and Spanish.
- Ability to understand and follow both oral and written instructions in an independent manner.
- Ability to speak, read, and write in English and Spanish.
- Ability to maintain a variety of records and prepare reports.
- Ability to plan and organize required activities according to stated policies and objectives.
- Ability to communicate effectively and persuasively in both oral and written forms.
- Ability to establish and maintain effective work relationships in the performance of required duties.

STATEMENT OF NON-DISCRIMINATION: The District does not discriminate against any person on the basis of gender, race, color, religion, national origin, ethnic group, actual or perceived sexual orientation, marital or parental status, physical or mental disability.