

SCHOOL COMMUNITY LIAISON ASSISTANT (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is sub-professional outreach and liaison work between a community, its school system and Hispanic (Spanish-speaking) families within it. The incumbent initiates contacts, arranges meetings and interviews and provides program information through home, school and community visitations to assist in the smooth transition of Hispanic (Spanish-speaking) children into the community's educational system. Some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the level of fluency indicated below in the Note. The work is performed under the general supervision of an administrator with considerable latitude for the exercise of independent judgment in achieving stated objectives. Does related work as required.

TYPICAL WORK ACTIVITIES:

Translates written school communications into Spanish in order to avail Hispanic parents of school program information;
Participates in the formulation of newsletters both in English and Spanish;
Serves as an interpreter during home interviews, new entrant registration parent conferences, P.T.A. functions, meetings with Deans, Nurse, Psychologist, Guidance Counselors, for contact with community agencies (Clinic, Department of Social Services, Continuing Education Program);
Maintains appropriate records and prepares pertinent reports;
May meet with school faculty for staff development programs regarding the Hispanic (Spanish speaking) culture;
May meet with P.T.A. Council to find ways to encourage Hispanic participation in P.T.A. projects;
May schedule and attend regular meetings, acting as translator, with school district Hispanic (Spanish-speaking) parents in an informal setting to meet the group's needs;
May assist teaching staff in developing techniques for integrating Hispanic culture and Spanish languages into curriculum;
May develop simple translation vocabulary list for teachers' use;
May meet with scout leaders, athletic directors, town recreation leaders and other extra curricular personnel to encourage involvement of the Hispanic (Spanish-speaking) family;
May meet with students who are having problems and then meet with a Guidance Counselor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of English; good knowledge of the Hispanic (Spanish-speaking) community and their needs; good knowledge of school and community resources; ability to establish and maintain cooperative and courteous relationships with Hispanic (Spanish-speaking) children and parents, as well as school authorities and the general public; ability to read, speak and understand colloquial Spanish; ability to interpret school programs and goals in Spanish language that promotes understanding and acceptance, awareness and empathy for families of diverse backgrounds.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and two (2) years of experience in liaison work involving considerable contact with public and/or private agencies and the general public; or
2. An Associate's degree or higher in a human services or related curriculum which included field work.

NOTE: Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.