

## **PARENT LIAISON - ENL**

### **JOB DESCRIPTION MSD OF WAYNE TOWNSHIP**

**PURPOSE:** To provide and communicate comprehensive, culturally competent prevention, intervention, and community resource connection services to students who are Limited English Proficient (LEP), families, the school, and the community.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Works with staff members in resolving school related problems of students (i.e., attendance, home-school relationship, personal/social adjustments, integration, etc.)
2. Conducts home and community visits to encourage communication and participation and to consider appropriate referrals to other social service agencies as needed.
3. Serves as a liaison between the home, school and community agencies such as health, welfare, legal, and other social service agencies (i.e., assist with forms, identifies and assists with obtaining resources, volunteers, etc.).
4. Serves as a liaison between the staff, LAP families, and community agencies in resolving personal and/or family problems.
5. Assists with the involvement of students and parents in school activities, learning programs, and family events. Works with and/or arranges programs, activities, and school sponsored parent groups through a flexible schedule (i.e., transportation, site assignment, site arrangements, after school and evening meetings, programs, etc.).
6. Assists parents, teachers, and students in matters pertaining to student achievement or behavioral matters; which may include establishing follow-up activities for the purpose of rewarding, challenging, or otherwise encouraging students to improve performance.
7. Maintains complete, up-to-date and accurate records of home, student, and agency contacts, etc.
8. Conducts home visits and assists families whose students are struggling with attendance, behavior, and/or academic concerns.
9. Keeps a log of daily activities to reflect work with parents, families, community agencies, and staff, as well as other reports as required.

10. Coordinates secondary activities to promote the pursuit of higher education, i.e., M.E.T.A., Tu Futuro, Champions, 21<sup>st</sup> Century Scholars Program, etc.
11. Serves on various committees as assigned, including Language Assistance Program (LAP) committees, and serves as a resource in the development and implementation of LAP activities (including annual LAP Family Night).
12. Assists with the enrollment of LEP students as needed.
  - a. Administers the language assessment survey to new LEP enrollees throughout the school year to determine student placement based on their language proficiency level.
  - b. Notifies home school, new school, and parents of children's status and arranges for transportation of student, if necessary.
13. Assists program coordinator in data collection, i.e. language assessment surveys, home/language surveys, extended school day programs, take-home kit data for local, state, and federal reports.
14. Assists schools with annual Spring Testing of LEP students.
15. Translates when needed to facilitate communication between school and LEP families, including but not limited to conferences and meetings and written communication to/from LEP families and District.
16. Maintains monthly report of home visits and services provided.
17. Maintains community contacts and services for LAP families.
18. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised: November 2016