NOTICE OF VACANCY

Logan City School District
101 West Center
Logan, UT 84321

November 3, 2016

Parent Liaison

The job of Parent Liaison is done for the purpose/s of providing support to the instructional program working with ESL students with specific responsibilities for assisting in the classroom; facilitating administrative processes; conveying information regarding school and/or district activities and procedures to families; providing information on services available to ESL students and families; and referring families to other agencies as needed.

Work hours: 3.5 hours per day

Salary: $14.28 per hour

Contract: 2015-16 school year

Benefits: None

Application Process

Deadline: November 9, 2015, 4:00 PM, or until filled

All application materials must be submitted to Logan City School District Human Resources Office, 101 West Center, Logan, Utah, 84321. PHONE (435)-755-2300 FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

1. Completed Logan City School District Education Support Professional Application (available online at www.loganschools.org)

2. Official transcripts of all college and university credits

Essential Functions

- Acts as a liaison between school district and parents/students for the purpose of facilitating access to school and community resources.
- Assists parents in locating and enrolling in skill development courses for the purpose of promoting parental effectiveness in supporting student achievement.
- Assists assigned administrators in developing program resources for the purpose of fostering community resources and developing reference lists of available community resources.
- Conducts home visits for the purpose of assessing family needs.
- Interprets the studentÆs and/or parentÆs remarks to staff from their native language to English for the purpose of establishing communication between non English speakers and staff.

- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. daily log of activities, program participation, progress, referrals, etc.) for the purpose of providing required information and/or documentation.
- Orients students, families and volunteers for the purpose of establishing familiarity with program, services, and required processes.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Prepares and translates a variety of documents, reports and written materials (e.g. reports, memos, letters, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information and/or direction as may be required.
- Translates materials that need to be provided to ESL students and parents for the purpose of keeping students and parents informed of school activities in their native language.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Experience: Job related experience with increasing levels of responsibility is desired

Required Testing: None specified

Education: High School diploma or equivalent

Continuing Education/Training: None specified

Certificates & Licenses: Valid Driver's License & Evidence of Insurability

Clearances: Criminal Justice Fingerprint/Background Clearance

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Personnel Director at (435) 755-2300 for additional information or assistance.