



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **EL Family Literacy Liaison (Title III)**

Position Type: <b>Classified</b>	Department: <b>CIAS</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>EL Coordinator</b>
Salary Range: <b>Range 14</b>	Location: <b>District Office</b>
Term of Employment: <b>9 months</b>	Date: <b>September 6, 2023</b>
Shift: <b>Day ( 3.5 hrs/day)</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Supports and promotes parent engagement and family literacy for parents and families of English learners.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Facilitates two-generation, strength based family education and literacy workshops in person, for Pre-K to 2<sup>nd</sup> grade families of English language learners.
- Facilitates two-generation, strength based family education and literacy workshops in person, for middle and high school families with a focus on post-secondary opportunities and preparedness.
- Recruit, enroll, and retain eligible participants to meet target outputs and outcomes, using a variety of communication methods and family support best practices.
- Administer, analyze, collect, and compile data from program participants (pre/post surveys, interviews, assessments, etc.).
- Maintain records of attendance to document participation and learning towards goals and outcomes of literacy programs.
- Assist with organizing and facilitating distribution of books and materials to program participants.
- Works with EL Coordinator, EL teacher, and campus administrators in order to create community connections between families and the campus.

- Makes suggestions for at home strategies that support learning at each grade level.
- Surveys parents to identify all available talents, times and locations of volunteers.
- Recruit families of English learners to participate in campus PTA/PTO programs.
- Provides information on how to assist students to improve skills on various class and school assessments.
- Encourages parents to participate in district-level councils and committees for family and community involvement.
- Spanish/English or Arabic/English bilingual preferred

### **MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **SKILLS/ABILITIES/KNOWLEDGE/WORKING STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.

- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Must demonstrate the ability to operate specific equipment or tools.

#### **CERTIFICATES, LICENSES AND REGISTRATION REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

#### **EDUCATION AND/OR EXPERIENCE:**

- High school or general education degree (GED).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Spanish/English or Arabic/English bilingual preferred

#### **PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must be able to occasionally lift and/or move up to 50 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

#### **COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*