

SOUTH SIOUX CITY COMMUNITY SCHOOLS

COMMUNITY LIAISON (Bilingual: Somali/Spanish)

Reports to:	Communications Director
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	Days according to school calendar as approved by board policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

REQUIRED EMPLOYEE CHARACTERISTICS

- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.
- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires a willingness to take on responsibilities and challenges.

PERFORMANCE RESPONSIBILITIES

- Conducts/supports conversation between English and individuals who speak a language other than English including but not limited to discipline, class schedules, personal/social issues, interpreting reports, letters, attendance, and other school-related communications.
- Assists with the coordination and improvement of parent, school, and community communications and the academic achievement of all students.
- Assists families by providing contacts of requested/needed community resources.
- Maintains confidentiality of information regarding students.
- Establishes and maintains professional relationships with all students, staff, parents, and community partners.
- Addresses student, parent, and community questions and concerns as appropriate.
- Escalates parents' concerns to the appropriate school professional.
- Maintain an excellent attendance record.
- Other duties, as assigned by supervisor.

REQUIRED SKILLS AND ABILITIES

- Fluently bilingual in English and Somali/Spanish required.
- Must be able to communicate fluently orally and in written form in English and the language as specified in the job title.
- Work alongside administrators, teachers, and parents and interpret IEPs, MDTs, Plan 504, and other school-related meetings.
- Supports the district and schools with translations with school-related communications.
- Must exhibit skills pertinent to positive human relations and the ability to work effectively with principals, department heads, teachers, office staff, students, parents, administrators, businesses, post-secondary institutions, and community agencies.
- Skills in organization, time management, communication, and positive interpersonal skills.
- Support parent involvement activities sponsored by the EL program and assigned schools.
- Work with administrators and teachers to assist with the organization and scheduling of interpreters for parent/teacher conferences.
- Support home visits with other district staff members.
- Must have reliable transportation.
- Displays a significant degree of professionalism and confidentiality.
- Ability to conform to proper standards of professional dress and appearance.
- Knowledge of the district's mission, purpose, goals, and the role of every employee in achieving each of them.

WORKING CONDITIONS

- Must be able to respond rapidly in emergency situations.
- Must have organization, time management, communication, and interpersonal skills.
- Exemplary attendance.
- Ability to work the required number of hours. Work hours will include evening and weekend work on occasion.
- Demonstrates a high level of independent and collaborative problem-solving ability.
- Demonstrates a high degree of initiative in day-to-day tasks and projects.
- Reliable transportation
- Ability to work within the local community/neighborhood as appropriate.
- Work in standard office and school building environments. Exemplary communication skills, verbal and written.

EDUCATION AND/OR EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Five years of highly responsible executive secretarial or administrative aide experience preferred
- Minimum High School Diploma required, advanced degree preferred.
- Must hold a valid driver license.

ESSENTIAL FUNCTIONS:

The essential functions of the Administrative Secretary position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Physical Requirements Administrative Secretary		Item is not a requirement of the job NE	Occasional – up to 33% of time NE	Occasional/Essential – up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	E Continuous – over 66% of time
E= Essential NE = Non-Essential						
Stamina						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
Flexibility						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength		X			
13.	Driving on the job		X			
14.	Typing non-stop				X	
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder		X			
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds		X			
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
Carrying						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				

