

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**BILINGUAL EVEN START LIAISON**

DEFINITION

Under direction, assist in the implementation of the Even Start Family Literacy Program.

SUPERVISION RECEIVED AND EXERCISED

Receive direct supervision from the Even Start Program Coordinator.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Conduct daily parent-child activities. Serve as the liaison between Even Start Family Literacy Program and other community agencies. Teach early childhood education classes. Maintain an appropriate learning environment that will stimulate the learning experience. Provide an appropriate climate to establish and reinforce acceptable child behavior, attitudes and social skills. Assist program coordinator with data collection and review. Keep appropriate records. Assist program coordinator with home visitations. Assist with recruitment of eligible children and families. Attend appropriate staff development and regional meetings. Demonstrate diplomacy and tact in dealing with the public, families, participants and other agencies and community organizations. Provide a positive role model for a strong work ethic and dedication to life-long learning. Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of approved procedures and techniques involved in supervising students. Knowledge of school procedures. Knowledge of record-keeping techniques. Literacy and fluency in a language other than English (i.e. Spanish). Ability to establish and maintain effective communication with children and their parents. Ability to serve as an interpreter and translator. Ability to interact with students using tact, patience and courtesy. Ability to communicate effectively with children and their parents/guardians. Ability to understand the needs of young children (ages 1-5), interests and backgrounds. Ability to communicate effectively, both orally and in writing. Ability to carry out oral and written instructions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to read, interpret and follow rules, regulations, policies and procedures.

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Experience and Training Guidelines

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

Experience

Experience in working with you children (ages 1-5) in organized settings.

Training

Possess an Associate of Arts (AA) degree in child development (or the equivalent) or an early childhood teacher permit or an AA with 12 units of early childhood education (ECE).

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_