

## **BILINGUAL PARENT ADVOCATE**

### DEFINITION

Under supervision, to facilitate school and home communication through parent outreach on behalf of students in specially funded programs; and to do related work as required.

### EXAMPLES OF DUTIES

Assist parents and school personnel in communicating policies, school regulations and procedures in English or a designated second language; assist in the administration of the California English Language Development Test (CELDT); assist the Bilingual Community Liaison or other school staff to implement parent meetings, pre-kinder, child care for parent meetings/classes, and extended day/year programs; assist EL site coordinator with student information; partner with bilingual parents providing recommendations to local community agencies when needed; encourage parent understanding and support of school and student programs; make home contacts as needed; assist in carrying out the guidelines and objectives of the Special Program as designated for this position; assist in answering phones.

### QUALIFICATIONS

#### Knowledge of

Oral communications skills in the target language; school, District and educational objectives; community resources related to individual student and family needs.

#### Ability to

Have an understanding and appreciation of cultural diversity; explain school policies and procedures; maintain effective relationships with students, parents, families, teachers, staff and administrators; display leadership in acculturating parents to the school community; communicate effectively with individuals; follow methods and procedural guidelines; demonstrate oral fluency in English or a designated second language; ability to type desired, but not required.

#### Experience

Experience with the cultural needs of the families desirable.

#### Education

Equivalent to the completion of the twelfth grade.

#### Physical Performance Requirements

Frequent sitting, standing, or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

#### Licenses

Possession of a valid and appropriate California Driver's License.

Board Approved: September 5, 2000

Revised: April 10, 2001

Revised: February 8, 2005 effective March 1, 2005

Revised: December 16, 2014; Board Approved: January 15, 2015