

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Home to School Consultant	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening. Must be able to speak, read, and write English and Spanish fluently for spoken and written translation including technical documents. Must possess a valid Oregon driver's license.	REPORTS TO: School Administrators, Curriculum Director
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	190 Days/Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	The Home to School Consultant has a variety of support responsibilities as it relates to ensuring effective communication with families who are limited English proficient. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. This position is considered a safety sensitive position.	

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

Interpreting & Translating

1. Interpret verbal and written communication for students and families on behalf of the school. The following list includes but is not limited to the types of meetings a liaison may provide support: conferences, parent group meetings, disciplinary meetings or hearings, IEP meetings, etc.
2. Understand what the speaker/writer is communicating in order to convey the same meaning verbally or in writing.
3. Have a strong working knowledge of Special Education, ELL, and other technical educational terminology for the purpose of interpreting for non-English speaking families.
4. Interpret/translate voice/text messages for automated messages sent out by schools and District for families who are non-English speaking..
5. Accompany other staff member(s) on home visits as appropriate.
6. Translate brief and informal messages when necessary and directed by a principal/supervisor.
7. Assist in the evaluation of students who have limited English proficiency for purposes of program identification and required state/federal testing.
8. At the direction of the supervisor, the community liaison may need to be available outside of the "regular" work schedule on occasion to provide interpretation and translation services for unique events.

Community Outreach

1. Provide information to students/families about school procedures, instructional programs, and resources available throughout the school system and community.
2. Assist with increasing parent involvement in school events and on school committees, as directed by principals/supervisors.
3. Serve as a contact person for families to call with questions about the schools services, activities and/or events.
4. Support students and families who are new to the district and country; providing orientation to the district/student resources and academic supports.

Professional Conduct

1. Professionally represent the school and the District in interactions with parents, community, staff, and students.
2. Work effectively in a team environment.
3. Interact thoughtfully and courteously with students, team members and parents and resolve conflict in a professional manner.
4. Maintain confidentiality by not discussing personal or sensitive matters related to students, families, or the school/district. This includes, but is not limited to: student information, special education records, health records, program involvement, etc.

5. Assist other school team members as may be required, for the purpose of ensuring an efficient and effective working/learning environment.
6. Appropriately maintain and secure confidential records and inquiries.
7. Due to the following:
 - a. the nature and scope of the essential functions,
 - b. the importance of personal interactions between this position, employees, students, and other members of the public, and
 - c. the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent, on-site attendance while working independently and with others.
8. Other duties may be assigned as needed. As student and family needs evolve the day to day essential functions may vary.
9. Obtain special training as directed to meet unique needs of assigned student(s).
10. Maintain appropriate certifications and training hours as required.
11. Reports safety, sanitary and fire hazards immediately to supervisor.
12. Follows and maintains knowledge of all District policies and procedures.
13. Regular attendance is an essential function of this position.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over 35 lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.		35 lbs.			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: 20 lbs.					
If required, carrying over 20 lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				5-10 lbs.	
11-20 lbs.			15-20 lbs.		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: >100 lbs. Moving Furniture					
Distance: 5-20 feet Type of Surface: (i.e. level, carpet, tile): All					

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside 90% of the time	/ Works Outside 10% of the time.

