



## STOCKTON UNIFIED SCHOOL DISTRICT

**CLASS TITLE: BILINGUAL OUTREACH LIAISON  
CAMBODIAN**

**BASIC FUNCTION:**

Receives general supervision from the Deputy Superintendent or designee to assist the school in motivating Cambodian students to remain in school; take part in reducing problems which interfere with a student's school adjustment and progress; liaisons are meant to bind the school and the Southeast Asian community in a mutually sustaining partnership to meet the needs of students who are in at risk situations; assist with coordinating the resources and services of the whole school and the Southeast Asian community in implementing a dropout prevention effort; and perform related duties as assigned. Exercises no supervision.

**REPRESENTATIVE DUTIES:**

ESSENTIAL DUTIES:

Assist the schools in the early identification of students at great risk of failing and apply appropriate interventions, both instructional and auxiliary services, and referrals to in-school services and community agencies. If necessary, alternative educational options should be used to meet the needs of those students.

At the elementary school level, early identification and intervention should include, but not be limited to, assessment of primary grade students to identify and begin remediation of developmental and other learning difficulties.

Assist the school in monitoring and increasing attendance among high-risk students by reducing truancy, tardiness and frequent absenteeism.

Assist the school in the implementation of the Student Study Team and insure that the Team meets at least four times per month.

May assist in the school attendance function by home visits, monitoring attendance and coordination with teachers, but, must not be the primary or major attendance worker at the school.

Contact parents and community agency personnel to obtain background information to help understand problems.

Assist the school in providing a staff development program for teachers, other school personnel, parents, students and volunteers regarding dropout prevention plans and successful programs or strategies that meet the needs of at-risk students.

Assist within District guidelines in providing aid to needy families.

## **Bilingual Outreach Liaison, Cambodian - Continued**

Assist the school in providing supplemental instructional and auxiliary services to the following types of students: (1) Students identified as being at high risk of not succeeding in the regular school programs or dropping out of school. (2) Educationally disadvantaged students. (3) Gifted and talented students, and (4) Students with exceptional needs.

Assist the school in establishing procedures for coordinating services from funding sources at the school site level to assist pupils to successfully participate in core academic curricula and specialized curricula related to jobs and career opportunities.

Work with individual students and small groups of students in areas related to attendance problems. Assist with arranging conferences with parents, school administrators and school staff.

May assist the school with establishing its properly constituted and elected School Site Council; develop a student dropout prevention plan, procedures for coordinating services from funding sources at the school level and other elements of the School-Based Coordination Act.

Assist the school in providing data relative to the needs of Compliance Review, Motivation and Maintenance annual reports, Dropout Prevention Plan and other evaluative information.

Assist the school in providing tutoring for students at risk in literacy, basic skills development and career-oriented curriculum content.

Assist the school in providing curriculum, teaching strategies and vocational training relevant to career opportunities and subsequent transition to life-sustaining employment.

May assist the school in other activities and objectives established by the School Site Council.

Maintain regular and prompt attendance in the work place.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Issues related to the Southeast Asian community.
- Social Welfare and child development.
- Law and policies regulating school attendance.
- Techniques and methods of interacting with individuals and groups of students and adults.
- Public and private community service agencies.
- District policies, rules and regulations.
- Problems in the Southeast Asian community affecting a student's performance and/or attendance in school.
- Special needs and characteristics of high risk students.
- Methods and procedures used in standard record keeping.
- Effective communication skills, both oral and written.
- Local alternative education programs that are available to respond to the differential needs and unique learning styles of pupils.

## **Bilingual Outreach Liaison, Cambodian - Continued**

- Assessment procedures.
- Local school programs, options and opportunities that are available to assist pupils in locating, securing and retaining employment.
- Techniques that enhance interpersonal communication, self-understanding, self-disclosure, and depth-level sharing.
- Methods to create circumstances necessary so that change is permitted and encouraged in individuals, programs and institutions.
- Advocacy skills.

### **ABILITY TO:**

- Speak, read and write in Cambodian.
- Establish and maintain cooperative relationships with parents, students, school staff and community organizations within the Southeast Asian community.
- Analyze situations accurately and adopt an effective course of action.
- Read and write English at the level required for successful performance of the job.
- Prepare and maintain accurate and up-to-date records, files, histories and other documentation of all services rendered.
- Understand and follow oral and written instructions.
- Physical capabilities sufficient to perform job tasks.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

### **EDUCATION AND EXPERIENCE:**

Education, training and/or experience equivalent to two years of college with course work in Social Services or a related field plus at least two years of work experience in the areas of Social Services or education specific to the needs and issues of the Southeast Asian community.

### **NO CHILD LEFT BEHIND FEDERAL REQUIREMENTS**

- High school graduation or GED
- Degree or completion of 48 semester units from accredited college or university or District Assessment Test/County certificate showing compliance with NCLB. (SUSD proficiency test taken before 7/1/04 does not meet this requirement)

### **License or Certificate**

Possession of a valid California driver's license is required.

### **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor and outdoor work environment.

### **PHYSICAL DEMANDS:**

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.

## **Bilingual Outreach Liaison, Cambodian - Continued**

- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.

- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Walk over uneven ground.
- Run for short distances.

### HAZARDS:

Contact with irate parents/guardians.

Contact with non-restrained animals.

Board Adopted: 1/11/05  
CSEA Chapter 821  
Salary Range: 47