

DATE: DECEMBER 4, 2023
TO: ALL QUALIFIED CANDIDATES
FROM: OFFICE OF THE SUPERINTENDENT
REF: BILINGUAL PARENT LIAISON – ARABIC LANGUAGE

QUALIFICATIONS:

- Must be fluent in English and Arabic, particularly in the areas of Speaking, Reading, and Writing
- Must have flexibility to work some evenings and weekends (i.e. during parent and/or community events)
- Experience in the use of technology preferred
- Must have strong communication and public speaking skills in English and Arabic
- Must have his/her own transportation
- Must be able to work positively with other parents and district personnel
- Must be willing to take initiative in coordinating and organizing activities and events
- Must have the ability to accurately collect, organize, and maintain data and information for reports
- Must maintain confidentiality at all times

RESPONSIBILITIES:

- Contact parents and families through phone calls, home visits, and meetings at school or district sites in order to encourage participation in school and or district activities and events
- Provide information to parents concerning district policy and procedures such as registration, curriculum, assessment, expectations, discipline, wellness, etc.
- Contact outside community agencies for the purpose of seeking resources and activities that will increase the participation of Arabic-speaking families in school and parent training opportunities
- Collaborate with others to implement parent events related to family and school partnerships (i.e. Parent University)
- Assist with the activities related to district and school improvement
- Provide interpreting services in English and Arabic for parents, teachers, and administrators during parent/teacher conferences, school and/or district meetings, report card conferences, parent workshops, evening events at schools, and any other type of activity where communication is required in the Arabic/English language by school personnel and central office administration
- Provide translating of district and school documents designed to inform parents such as letters, bulletins, announcements, calendars, notices, web page information, articles, flyers, newsletters, community resources communication, curricular, technology, food service communication, special education, etc. as required by school personnel and central office administration
- Perform other position-related duties as assigned by the Superintendent and the ELL Program
- Maintain accurate records of all activities for reporting purposes

HOURS: APPROXIMATELY 10-12 HOURS PER WEEK BASED ON NEEDS

SALARY & BENEFITS: PENDING EXPERIENCE
(GRANT FUNDED)

DEADLINE TO APPLY: DECEMBER 15, 2023, OR UNTIL FILLED

EXPECTED DATE OF HIRE: IMMEDIATELY – UPON BOARD APPROVAL

APPLY WITH LETTER OF INTEREST TO:

HUMAN RESOURCES DEPARTMENT
401 SAUK RIVER DRIVE
COLDWATER, MI 49036
E-MAIL: hr@ccscards.org
PHONE: 517-279-5910

****THIS NOTICE HAS BEEN POSTED LOCALLY AND ON THE DISTRICT'S WEBSITE****

The Coldwater Community School District is an equal opportunity employer.

Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964,

Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973,

Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex or handicap