



## Job Description

**Job Title:** ESL Communication Liaison

**Supervisor:** ESL Instructional Supervisor

**Pay Grade:** 31

**Job Classification:** Exempt

**Contract Length:** 245 days

### **Job Summary:**

Position exists to function as part of the network of assistance for students and families that speak a native language other than English in Newport News Public Schools. Position is responsible for facilitating cross-cultural communication by converting one language into another language.

### **Essential Duties:**

1. Assists schools and division in implementing LEP Communication guidelines.
2. Coordinates with administrators to provide interpreters and translators district-wide for division and school level events and meetings.
3. Serves as an interpreter or translator between student, school, home, and/or community.
4. Facilitates cross-cultural communication by converting one language into another language in either spoken or written form.
5. Express and exchange ideas and concepts in different languages using a variety of tools and resources available.
6. Must be able to clearly express ideas and thoughts in English and another language (preferably Spanish).
7. Keeps abreast of all federal and state LEP communication guidelines.
8. Assists schools and division in implementing LEP Communication Guidelines.
9. Function in an ethical and professional manner, serving as communication and cultural mediators.
10. Convey the message and meaning of information as the speaker or writer stated it, but within the appropriate cultural context.
11. Works with professional personnel, students, and parents to help students be successful in school by making information available in various languages.
12. Participates in on-going professional development by attending workshops, lectures, and institutes on specific subjects to enhance job performance and knowledge of subject matter.
13. Make home visits with school personnel as needed.
14. Model nondiscriminatory practices in all activities
15. Demonstrates cultural sensitivity in all practices.
16. Assist in school/division program presentations, parent/teacher conferences, and trainings as needed.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties:**

1. Performs any other related duties as assigned by the ESL Instructional Supervisor or other appropriate administrator.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must have demonstrated proficiency and literacy in the English language and another language (preferably Spanish). Certification in interpreting and translation preferred. Must possess a Bachelor's in counseling, communication, social work, psychology, education or related field and some experience providing services to school aged children and/or families. Must possess a valid Virginia Driver's license with willingness to travel. Must possess the ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community based organizations. Must possess the ability to read and prepare correspondence, reports, forms, etc., using prescribed formats and confirming the rules of punctuation, grammar and style in English and another language (preferably Spanish). Must be computer literate and proficient in use of Microsoft Office Software. Must possess an understanding of US Culture.

**Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** ESL Instructional Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the ESL Instructional Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date