

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

July 2023

SECTION I: GENERAL INFORMATION

Position Title: Cultural Liaison	Department: Instructional
Immediate Supervisor's Position Title: Director of Instructional Services	FLSA Status: Non-exempt
Band/Grade/Subgrade: C-4-4	Bargaining Unit: Community Services Coordinators
Job Summary: The Cultural Liaison facilitates communication between multilingual students, their families and Northfield Public Schools. The Cultural Liaison encourages and empowers all multilingual to become active participants in the educational activities and programs of their children. The primary purpose of this position is to support a successful education experience for all multilingual students.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Interacts with multilingual students and families at risk to enhance and support the student's educational experience and ensure success.
Percent of Time:	30	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Arranges and makes home visits to provide or collect information. • Participates in school meetings and/or conferences as needed. • Consults with English Language teachers as needed or required. • Develops preventative plans to reduce road blocks to student success. • Present during IEP meetings regarding minority students with special needs. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Encourages and empowers minority students and their families to participate in educational activities and programs.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Organize, facilitate, and support school multilingual family engagement events. • Build partnerships with community, county, and cultural resources. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Facilitates and improves communication between the Northfield Public Schools, students and families in need.
Percent of Time:	25	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Provides language interpretation between school staff, students, and families as needed. • Translates written material as necessary, or arranges for translation of written materials. • Provides resources for teachers and acts as liaison between the school staff and families in need. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Provides support for families when needed, including but not limited to: absenteeism, tardiness, difficulty with school work, behavior issues, multicultural awareness, discrimination and social issues.
Percent of Time:	25	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Advises parents of incidents of conflict involving their student. • Arranges for tutors to mentor students as necessary. • Assists with crisis situations involving multilingual which require immediate action. 		

Duty/Responsibility No:	5	Statement of duty/responsibility: Assists with enrollment of new students in the Northfield Public Schools.
Percent of Time:	13	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Refers families to resources for obtaining required immunizations, winter clothing and other needs. • Assists kindergarten parents with choices for first grade programs. • Assists with pre-school screenings as needed: contacts families, explains the process and facilitates communication. 		

Duty/Responsibility No:	6	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	2	
Tasks involved in fulfilling above duty/responsibility:		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION:	
less than high school diploma		Type of degree: (B.S., M.A., etc.)	
High school diploma or GED.		Associate of Arts degree or a two-year college or technical school training.	
1 year college	x	2 years college	
3 years college		4 years college	
Major field of study or degree emphasis:			

1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of Spanish. • Fundamentals of special education procedures, requirements and administrative functions. • Knowledge of school district policies, procedures, and guidelines. • Knowledge of cultural issues, concerns and community resources within the school district and its community. • Knowledge of case management tools, applications, documentation requirements and regulations. • Knowledge of the application and use of computers, business productivity software/applications such as Word, Excel, E-mail programs and other office productivity software utilized by the department in the performance of the job.
2nd year graduate level	
Doctorate level	

Required Work Experience in Addition to Formal Education/Training:

At least one to three years of prior work related experience

Required Supervisory Experience:

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:

- Valid State of Minnesota Driver's License.

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Oral and written communication skills.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, and officials.
- Providing outreach services, informational services and serving as a liaison between the community and district in matters of cultural issues.
- Providing information and serving as a resource to instructional staff concerning cultural issues, problems and needs.
- Ability to work well with people, including resolving interpersonal conflicts.
- Ability to relate to diverse populations, cultures and languages.
- Translation skills for both verbal and written language in Spanish.
- Computer skills with productivity software utilized by the department in the performance of the job.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:

Number of employees indirectly supervised:

Total:

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<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Risks associated with home visits include unleashed dogs, dealing with angry, hostile or uncooperative individuals, and neighborhoods where there is gang activity. Some home visits are scheduled in the evening after school hours.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.</p>

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

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This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature- Department Head

Date

Signature – Human Resources

Date

Classification History: