

- Up to 20 hours per week
- \$30.00-\$32.00 per hour pay range
- School year calendar-August through May

To apply, click [HERE](#).

## CUYAHOGA FALLS CITY SCHOOLS BOARD OF EDUCATION JOB DESCRIPTION

Position: Bilingual Family Liaison (Nepali)  
 Reports to: Assistant Superintendent  
 Employment Status: Part-time ESC employee  
 FLSA Status: Exempt

Description: The bilingual family liaison will work toward increasing parent and family engagement in school. They will ensure families and students are supported while navigating the U.S. educational system through access to high-quality interpreting and translation services. The bilingual family liaison will support district staff who work with families who are linguistically and culturally diverse.

NOTE: The below lists are not ranked in order of importance

### Essential Functions:

- Establish effective communication between school and home through phone calls, district mass communications, and home visits to encourage participation in meetings, activities, and events
- Assist families with understanding information concerning district policies and procedures such as registration, code of conduct, discipline, PTO/PTA, curriculum, assessment, truancy, technology, food services, special education, and other school-related issues
- Collaborate with community agencies to provide resources and support to families who are linguistically and culturally diverse
- Provide interpreting services in Nepali and English for parents, teachers, staff, and administrators during registration, conferences, school and/or district meetings, parent workshops, after school programming targeting English Learners, evening events at schools, and any other type of activity where communication is required in Nepali/English languages
- Translate district and school documents such as letters, announcements, calendars, notices, website information, flyers, newsletters, and other communication designed to provide important information to families
- Collaborate with district personnel and community partners to develop workshops and/or translated videos based on the needs of families
- Perform other position-related duties as assigned by the Superintendent or Assistant Superintendent

### Qualifications:

- Fluent and literate in Nepali and English (with academic language)
- High school diploma or equivalent (GED)
- Acceptable report on required BCI/FBI background investigations
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills and Abilities:**

- Knowledge of the U.S. education system
- Familiarity with community resources
- Proficiency in the use of current technology
- Strong time-management and organizational skills
- Strong collaboration, facilitation, and interpersonal skills

**Equipment Operated:**

- Computer/Printer with Google and/or MS Office
- Office Equipment: copy machine, scanner
- Telephone/Cell Phone

**Physical Demands/Environmental Factors- Mental Demands:**

- District-wide travel to meetings and work assignments
- Occasional prolonged and irregular work hours, including some evenings and weekends and summer work
- Occasional operation of a vehicle in inclement weather conditions
- Exposure to weather conditions and temperature extremes
- Possible exposure to blood, bodily fluids, tissue, blood-borne pathogens, and/or communicable diseases
- Repetitive hand motions; e.g., computer keyboard/typing, mouse, calculator, writing
- Occasional lifting and carrying
- Prolonged sitting; occasional bending/stooping, pushing/pulling, crouching/kneeling, twisting, reaching
- Maintains emotional control under stressful circumstances
- Anticipates, manages, and resolves conflicts effectively
- Works with frequent interruptions
- Works under time constraints to meet deadlines
- Displays flexibility, reliability, self-discipline, and a willingness to take on challenging tasks

The employee shall remain free of any alcohol or non-prescribed controlled substance while in the workplace throughout their employment in the district. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all the responsibilities and duties that may be assigned or skills that may be required. This job description is subject to change and the employee will be required to follow the instructions of the supervisor.

\_\_\_\_\_  
Superintendent (or designee)

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Adoption Date: 08/23/2023