

Community Learning Center Liaison Qualifications/Duties

Position Title: Community Learning Center Liaison
Immediate Supervisor: Community Learning Center Director
Work Week: No More Than Twenty-Five (25) Hours Per Week as Specified by the
Community Learning Center Director
Issued Date: 08/12/08

POSITION SUMMARY

Act as liaison between the Community Learning Center and the Hispanic community. Work under the direction of the Community Learning Center Director to build a good working relationship with the Hispanic community.

EDUCATION AND EXPERIENCE

High school diploma or equivalent.
Must be fluent in Spanish and English.

QUALIFICATIONS

Demonstrate the ability to:

Perform duties under general supervision,
Utilize initiative and good judgment in the scheduling of work,
Ensure the accuracy of work,
Assist students or teachers with problems.
Deal with a variety of persons and situations requiring a high degree of courtesy and tact,
Handle volume of work and meet deadlines,
Be sensitive to Hispanic students' and parents' needs,
Work in cooperation with teachers, students and administration,
Maintain confidentiality of information associated with position,
Understand instructions and underlying principles,
Understand meanings of words and ideas associated with position,
Perform arithmetic operations quickly and accurately,
Perceive pertinent detail in verbal or tabular material,
Coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed,
Move the fingers and manipulate small objects with the fingers rapidly and accurately,
Move the hands easily and skillfully,
Perceive or recognize similarities or differences in colors, or in shades or other values of the same color,
Perform the essential functions and requirements of the job, and
Must meet satisfactory health standards.
Must have a valid Tennessee Drivers License and proof of insurance

ESSENTIAL FUNCTIONS

Translate material and speech verbally and in written form from English to Spanish and from Spanish to English

Demonstrate good oral and written communication skills

Be comfortable serving as a tutor for non-English speaking parents and students

Be comfortable acting as translator at public gathering and meetings

Establish a good working relationship with the Hispanic community

Be comfortable transporting non-English speaking parents and students in a vehicle provided by the Community Learning Center Program.

OTHER RESPONSIBILITIES

Assume other special activities and/or responsibilities as assigned by the Community Learning Center Director.

PHYSICAL ABILITIES

This position requires lifting of objects not to exceed 25 pounds without assistance and the wearing of a safety support belt and frequent lifting and/or carrying objects that weigh 10 pounds or more. Other physical abilities that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Climbing and/or balancing.
- Stooping, kneeling, crouching, and/or crawling.
- Reaching, handling, and/or feeling.
- Talking and/or hearing.
- Seeing
- Manual dexterity

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED