

## **Community Liaison Interpreter: Attendance & TUPE (Tobacco Use Prevention Education)**

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### **Purpose Statement**

To serve as a bridge between schools, families, and community organizations, addressing attendance, truancy, tobacco and substance use issues and supporting students and their families with prevention and resource access. The Attendance Liaison will act as a community advocate, fostering collaboration and ensuring students have the resources and support needed to succeed. It will provide language access by acting as an interpreter at times.

### **Essential Functions**

- Support Family Engagement and Partnerships
- Build strong relationships with families, establishing open communication and trust between families and school sites.
- Assist in addressing barriers causing absenteeism, such as transportation, health care access, and economic challenges with access to District and Community Resources.
- Conduct home visits to connect with families in their homes and provide personalized support in order to offer targeted assistance to families on how to connect with community resources.
- Engage in Culturally Responsive Practices when working with students and families
- Respect and celebrate the diversity of all students and families.
- Bring awareness to staff around cultural competency and be sensitive to the needs of diverse student populations.
- Provide personalized support through individualized attention and mentoring for families of students at risk of chronic absenteeism.
- Support students' and families' social and emotional needs to improve their overall well-being
- Support community partnerships by collaborating with community organizations to provide resources and support to families.
- Leverage community assets to promote student and family engagement to improve attendance.
- Support Data collection and analysis
- Track and monitor attendance rates to identify students at risk.
- Analyze data to inform interventions and measure their effectiveness.
- Implement evidence-based practices to reduce chronic absenteeism.
- Serve as a member of the TTUSD School Attendance Review Board (SARB), participating in meetings and contributing to decision-making processes.
- Provide case-management to monitor attendance and family support access following SART/SARB referrals.
- Support collaboration efforts between Schools and Families for attendance and truancy meetings.
- Facilitate Language Access, providing interpretation services to bridge language barriers and support communication between the school and families, specifically related to tobacco and substance use prevention, wellness activities, and attendance.
- Support tobacco prevention efforts, assisting in the delivery of tobacco prevention education by helping to communicate information and resources effectively to families and students.

### **Knowledge, Abilities & Skills**

- Must be at least 18 years of age
- High school diploma or GED
- U.S. national citizen or lawful permanent resident alien of the U.S.

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Job Description: Community Liaison: Attendance & TUPE /Board Date:

- Proficient in Spanish and English oral and written
- Ability to use considerable judgment in relating to employees, clients, and community members
- Ability to maintain effective working relationships and communicate in a respectful manner when dealing with fellow employees, outside agencies and clients
- Ability and willingness to take initiative and responsibility, to function in an organized manner, and to work as part of a team effort Willingness and interest in learning new skills
- Ability to maintain a clean, safe and supportive environment
- Awareness of community resources
- Cultural sensitivity to the diverse needs of the community

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience:**

Job related experience with increasing levels of responsibility  
 Experience in translating Spanish to English or English to Spanish

**Certificates & Licenses:**

None Specified

**Education:**

High School Diploma or equivalent  
 Technology Certifications Preferred (MS, Google)

**Clearances:**

DOJ/FBI Fingerprint Clearance  
 TB Clearance

**Additional Qualifications**

Ability to travel to other sites/locations

**Supervision**

Executive Director of Student Services

**Required Testing**

Successful Completion of Pre-Employment Process

**Continuing Education/ Training**

Training attendance at workshops as appropriate

**Salary Grade**

Range 25

**Work Year**

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