

**WINOOSKI SCHOOL DISTRICT**  
**Job Description: Multilingual Liaison (MLL)**

**Date Approved/Updated:** June 11, 2021

**Location:** Districtwide

**Job Group:** Support Staff, Union

**Reports To:** Director of Multilingual Learning

**Summary of Position Responsibilities:** To facilitate the transition to the Winooski School District for students and families who come from multilingual backgrounds. To help multilingual students access the regular instructional program. To educate, support, translate and interpret for parents of multilingual students. To help school staff better communicate with and build relationships with multilingual students and their families.

**Essential Duties and Responsibilities:**

1. Assist students with English language acquisition in their classes.
2. Use native language to tutor students in their content area classes.
3. Translate and/or interpret forms and notices, including report cards as needed, that go home to all students & their families.
4. Provide parents with cultural & linguistic interpretations of school events, parent meetings, IEP meetings as needed, parent teacher conferences and necessary phone calls.
5. Facilitate parent involvement in their child(ren)'s education.
6. Give presentations about culture, history & language to school staff, students & community members.
7. Provide pertinent information about specific students and families and their backgrounds to teachers and staff as needed.
8. Participate in assigned in-service.
9. Attend assigned meetings.
10. Adhere to strict confidentiality.
11. Assess the native language proficiency of multilingual students, as needed.
12. Help parents fill out school related forms.
13. Explain standardized test reports, report cards and other school materials
14. Work with other educational institutions to sign students up for mentoring programs, summer programming and other extracurricular programming.
15. Other assignments as requested by ELL teachers, classroom teachers or administrators.
16. Register new families and support the intake and screening process for new students.
17. Translate & record voice messages that go out to families.
18. Supporting families with basic needs as needed, including connecting them with the school to address food insecurity, medical needs, internet service, housing issues, etc. and connecting them with federal offices such as Reach Up.
19. Support students and families by collaborating with the School Resource Officer, Guidance Counselors, the IT department and other school personnel & outside organizations as needed.
20. Collaborate with guidance counselors to support high school students with the college application process and job searches and deliver this information to families.

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*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*

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21. Participate in home visits to meet families and help support them as they get to know the Winooski School District.
22. Other duties as assigned by the supervisor.

***Supervisory Responsibilities include:***

interviewing hiring training appraising performance rewarding/disciplining employees addressing complaints and resolving problems planning, assigning, and directing work

***Qualification Requirements:***

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: High school diploma.

Certificates, Licenses, Registrations:

Language Skills: Fluency in native language(s) other than English. Able to effectively communicate in English and at least one other language in a variety of forms with families and school staff.

Mathematical Skills:

Reasoning Ability:

Other Skills and Abilities: Proficiency in computer operations and software to be used for performance of duties including language instruction. Other qualifications which the Board and Administration find appropriate and acceptable.

***Physical Demands:***

*The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

- F Standing     F Walking     F Sitting     O Lifting     O Carrying     O Pushing  
 O Pulling     O Climbing     O Balancing     O Stooping     O Kneeling     O Crawling  
 O Crouching     O Reaching     O Handling     F Fingering     F Feeling     F Talking  
 C Hearing     C Far Vision     C Near Vision     C Color Vision     C Depth Perception     C Repetitive Motion  
 C Eye/Hand/Foot Coordination

***Physical Effort: Please indicate on the continuum the requirements of this position:***

<i>Sedentary Work</i>	<i>Light Work XX</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

***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. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

- O Exposure to weather     O Extreme heat     O Extreme cold     O Noise     N Dust, vapors, fumes

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Time constraints     Public contact     Deadlines     Travel     Inside work

**Terms of Employment:** Salary or hourly wage and work year to be established by board or designee.

**Compensation:** Per Negotiated Agreement

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Negotiated Agreement.