

# Anoka Hennepin Independent School District #11

## Position Standard

### **ESL Cultural Liaison**

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Provide cultural and instructional support for English Language Learners in Anoka-Hennepin schools. Support district children and families as they make school connections and need information on school readiness, remediation and enrichment opportunities, summer school, graduation plans, and post-secondary experiences/training.

#### **Essential Functions:**

- Assist building staff in orienting new ELLs in the building and provide ongoing cultural and academic support.
- Attend district department meetings and work with leadership staff of ESL issues/initiatives.
- Serve as a liaison between ESL families and the school district to meet the needs of parents and students.
- Consult with students and staff in district schools and programs.
- Develop and facilitate parent involvement with ESL programming and schools.
- Generate community involvement and resources for ESL families.
- Develop cultural resources to meet the needs of staff, students, and district families.
- Connect/collaborate with building staff (administration and teachers) to develop, plan culturally-specific family engagement events, and/or parent sessions.
- Network and connect with surrounding Cultural Liaisons from nearby school districts on role, responsibilities, and specific duties.
- Gather and maintain list of cultural presenters and resources.
- Serve and participate on local communities.
- Collaborate with school districts, including Northwest Suburban Integration School District.
- Provide input when impacting EL students/families, i.e. RET (student/parent surveys), MS Advisory, etc.
- Meet and collaborate with Parent Involvement Department (parent engagement), Communication Education (classes and opportunities), Communication Department (language specific communication).
- Meet and collaborate with Student Services Department. Facilitate and/or create staff development opportunities.
- Other duties as assigned.

#### **Minimum Qualifications:**

- Bachelor's degree in a related field.
- Five or more years experience with English Language Learners.
- Good written and verbal communication skills.
- Ability to work closely with parents, staff, administration and community.
- Ability to maintain regular attendance, including completing an assigned day.
- Must be able to lift a minimum of 25 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

**Preferred Qualifications:**

- Bilingualism or culturally based work experience is preferred.

**Physical Factors include:**

- Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation, and field of vision;
- Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.
- Occasional: exposure to weather when travel between district sites is required.