

Anoka Hennepin Independent School District #11

Position Standard

Preschool / ECFE Cultural Liaison

Anoka-Hennepin Schools Preschool and Early Childhood Family Education (ECFE) provide early learning opportunities for children and their families. Preschool serves 3-5 years old children with the goal of preparing children for kindergarten by providing a variety of early learning experiences. ECFE is a parenting and early childhood education program that provides classes, home visits, special family events and other services for parents and their children age birth to five. Both programs run 31-36 weeks per year, including summer classes with classes located throughout the school district.

Cultural Liaison provide cultural support for English Language Learners in Anoka-Hennepin early learning programs.

Essential Functions:

- Serve as liaison between ELL families and Anoka-Hennepin Schools early learning programs to meet the needs of ELL students and families.
- Assist early learning staff in orienting new ELL students and families to Early Childhood Family Education and Preschool programs.
- Provide on-going cultural support for ELL families in Anoka-Hennepin Schools early learning programs.
- Attend Early Learning department meetings and coordinate with Early Learning staff to address ELL barriers and challenges.
- Promote community involvement and provide access to resources for ELL families in Anoka-Hennepin Schools early learning programs.
- Provide cultural resources to meet the needs of staff, students, and district families. Connect/collaborate with Early Learning staff to develop and plan culturally-specific family engagement events, and/or parent sessions.
- Network and connect with surrounding Cultural Liaisons from nearby school districts on area resources and opportunities.
- Gather and maintain a list of cultural presenters and resources.
- Serve and participate on local committees.
- Meet and collaborate with Parent Involvement Coordinator (parent engagement), Community Schools Supervisor (classes and opportunities), and Community Education Communication Coordinator (language specific communication).
- Meet and collaborate with Student Services Department as needed.
- Provide staff development opportunities as assigned.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree and two or more years experience with English Language Learners.
- Demonstrated ability to work with parents and children, age birth to five, one-on-one or in groups. This includes children with special needs.
- Knowledge of child development, family systems, adult development.
- Good written and verbal communication skills, and interpersonal skills.

- Strong organizational 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 20 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:

Frequent: standing, walking, sitting, simple grasp, firm grasp, feeling, talking, hearing & visual accommodation;

Occasional: lifting above shoulder, lifting waist to chest, lifting below the waist, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, squatting, crawling, twisting/pivot, reaching, and fine manipulating.