Independent School District 518
Worthington public schools
Job Description

SECTION I: GENERAL INFORMATION

Position Title: Cultural Liaison at Nobles County Integration Collaborative	**Department:** Community Education
Immediate Supervisor's Position Title: NCIC Achievement & Integration Coordinator	**FLSA Status:** Non-Exempt
Job Summary: The Cultural Liaison will be responsible for collaborating with six member-school districts to implement the achievement and integration programs sponsored by Nobles County Integration Collaborative. The Cultural Liaison will serve as the liaison with member school districts and diverse cultural groups in the NCIC area. This position is responsible for data for use on board and state reports. We are seeking someone with a passion for education equity and cultural integration. Employee must have strong organization and communication skills. Bilingual skills are required. This is a full-time position, Monday to Friday, 8 am to 5 pm, with occasional evening and weekend hours.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan and implement cultural integration programs sponsored by NCIC.
- Provide direct service/engagement with students and staff who participate in the integration programs.
- Complete secretarial duties with minimal supervision, such as coding bills, tracking finances, communication with member school districts, compiling evaluation data and information required for reports to the Joint Powers Board and Minnesota Department of Education.
- Utilize bilingual skills to assist students and families, especially to ensure success with school experiences.
- Share educational information with ethnically diverse parents to help them integrate into their community and understand their school system.
- Provide staff oversight in absence of Coordinator and complete Time Clock Plus approvals.
- Serve as representative of the NCIC on committees, make public presentations, and provide interpreting support as needed.
- Complete other related duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (Choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma			.
X	High school diploma or GED.			Major field of study or degree emphasis:
	1 year college		2 years college	
	3 years college		4 years college	
	1st year graduate level			
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: Bilingual skills. Some college experience is strongly preferred.				
LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring:			

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	● Ability to speak, read and write in English ● Fluent in at least one language other than English ● Patience when working with the public ● Ability to follow directions well ● Basic reading and math skills ● Advanced computer skills ● Ability to multi-task and make appropriate decisions when needed ● Valid driver's license and have personal transportation

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
	TOTAL	0

INDIRECT SUPERVISION:	

Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*	Unusual or hazardous working conditions related to performance of duties: Weekly use of cleaning supplies to disinfect surfaces.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand			x	
Walk				x
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Light Work:

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.