



New American  
Pathways

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| <b>Job Title:</b>   | School Liaison  |
| <b>Language(s):</b> | Fluent Burmese & English required, with Karen & Chin highly preferred                           |
| <b>Department:</b>  | Education & Youth   |
| <b>Schedule:</b>    | 40 hours per week, 9:00 AM – 5:00 PM Monday – Friday, occasional evenings and weekends required |
| <b>Supervisor:</b>  | School Liaison Sr. Coordinator  |
| <b>Status:</b>      | Full-time, Non-exempt   |

## GENERAL DESCRIPTION

The School Liaison will work on a team with other school liaisons to promote family engagement in children's education; facilitate and strengthen communication between schools and refugee families and provide cultural presentations during the school year.

## KEY RESPONSIBILITIES

- Provide transportation, interpretation and advocacy for parent-school engagements
- Conduct individual home visits to families, which include but are not limited to after school applications, parent surveys, student behavior and grade updates
- Conduct workshops at public schools and other educational agencies about refugee cultures and the needs of refugee children
- Assist in translation of critical documents
- Provide interpretation during critical communications between program and parents
- Maintain client files and submit monthly report of services rendered in agency database
- Participate in all necessary trainings
- Refer families, as needed, to other resources within New American Pathways or to resources provided by third parties
- Keep current and accurate records of the various program activities
- Occasionally work on evenings and weekends
- Participate in public engagements and events that promote the organization and its programs

## SKILLS AND COMPETENCIES

- Good written and verbal English communication skills.
- Good command of Burmese language
- Additional languages (Karen, Chin, Karenni, Rohingya) are a plus
- Good knowledge of refugee community
- Knowledge of DeKalb school system
- Computer competency in MS Windows and MS Word
- High school diploma or equivalency and a minimum of 2 years supervised work experience with young children and their families
- Cultural sensitivity

- Commitment to the organization's mission and serving refugees
- Valid driver's license and insured car
- Criminal background check

## COMPENSATION

This is a full-time, salaried position with a salary range of \$31,000 - \$33,000 based on experience. Employer contributes to medical, dental and vision insurance. Employer pays life and disability insurance. Fourteen (14) paid holidays and a generous paid time off policy. Employee has the option to contribute to 401(k).

To apply please email your resume and cover letter to [careers@newamericanpathways.org](mailto:careers@newamericanpathways.org) indicating School Liaison in the subject line. No phone calls please.

***New American Pathways is an Equal Opportunity Employer.***