

Teresa Alvarado

Parent Liaison

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SUMMARY

Bilingual Spanish/English Parent Liaison with 6 years working with children and families, now leading family engagement for 520 elementary students and their parents. Leads parent workshops, runs attendance outreach, enters family contacts in Aeries, and knows when to maintain confidentiality on sensitive student and family matters.

EXPERIENCE

Parent Liaison 08/2024 - Present
Valley Oak Unified School District Fresno, CA

Title I elementary school with 520 students, 70% from Spanish-speaking homes.

- Contact families of **60** chronically absent students each semester, cutting chronic absence from 24% to 17%.
- Lead 12 parent workshops a year on reading at home, online grades and middle school transitions.
- Deliver translation at 150 parent-teacher conferences and IEP meetings a year in Spanish and English.
- Connect 90 families a year to community resources for food, housing, clinics and counseling.

After-School Program Leader 08/2022 - 07/2024
Central Valley Kids Club Fresno, CA

Nonprofit after-school program at 4 elementary schools.

- Supervised 25 students a day in homework help, reading groups and outdoor activities.
- Called 25 parents each week with updates, using clear communication skills to settle pickup and behavior concerns.
- Planned 6 family nights a year with average attendance of 80 parents and children.
- Maintained attendance and sign-out records in Microsoft Office for state grant reporting.

Child Care Assistant 06/2020 - 07/2022
Little Sprouts Learning Center Fresno, CA

Part-time role at a licensed preschool while attending Fresno City College.

- Cared for 12 preschoolers a day and led circle time, reading and art activities.
- Welcomed 15 Spanish-speaking families at drop-off and shared daily notes in their language.
- Recorded meals, naps and incidents on daily sheets required by state licensing.

SKILLS

Family Engagement
Bilingual Spanish/English
Parent Workshops
Attendance Outreach
Community Resources
Translation • Microsoft Office
Aeries
Maintain Confidentiality
Communication Skills

EDUCATION

Associate of Arts 05/2022
Fresno City College
Fresno, CA
Child Development