

COMMUNITY OUTREACH SPECIALIST (Designated Language)

DEFINITION

Under general supervision coordinates and participates in school and community dropout programs; assists in establishment of parent advisory committee; assists with student counseling and guidance; acts as liaison with community groups; and performs related work as required.

CLASS CHARACTERISTICS

Incumbents will be involved in specialized community outreach for "at risk" and "high risk" students, to develop, facilitate, and improve communication with parents, school personnel, and community agencies. Some travel and evening work may be required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Participates in school and community programs that identify and work with students who are potential school dropouts. *E*

Discusses problems of attendance and behavior with students and parents and provides guidance in individual conferences, group discussions, and home visitations. *E*

Works with limited and non-English speaking parents and students. *E*

Assists in the establishment and/or function of bilingual parent advisory and participation committees; acts as liaison to parent organizations. *E*

Assists parents in understanding school standards, pupil conduct, achievement, and school problems. *E*

Locates community resources to meet school needs; develops reference lists of available resources within the community. *E*

Attends public functions in the community and school to publicize support of school programs. *E*

Directs and coordinates special events; advises groups planning special events. *E*

Prepares and presents written and oral reports on the school volunteer program. *E*

Confers with students about educational and career opportunities and choices and refers students who need further assistance to the certificated counseling staff. *E*

EXAMPLES OF DUTIES (cont.)

Participates in school matriculation and orientation programs by conducting or arranging student tours. *E*

Assists with scheduling student and counselor conferences; assists certificated staff with student counseling and guidance activities. *E*

Participates in staff development and in-service training programs. *E*

Prepares news releases. *E*

Secures funds for special functions and scholarship donations. *E*

Performs related duties as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Individual and group behavior and the effect of social and economic forces on individuals;
2. General needs and behavior of high school students;
3. Resources and services available in the District and local community;
4. Purpose, goals, and objectives of public education and school programs;
5. Community problems, interests, and concerns;
6. Behavior modification and motivational techniques;
7. English usage, spelling, grammar, and punctuation;
8. Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community problems, issues and concerns; and
9. Diverse cultures that impact the District.

Ability to:

1. Communicate, read, and write in designated second language as required by assignment and serve as an appropriate English speaking model;
2. Listen to students' problems with patience and understanding;
3. Establish rapport with individual students or groups of students;
4. Effectively perform multilingual and multicultural needs assessments;
5. Identify and determine the basic nature of student problems and needs and evaluate their relative urgency;
6. Develop constructive solutions to problems;
7. Develop and maintain effective relationships with District personnel, students, parents, and community resource people;
8. Creatively and with innovation provide liaison services to the school community;
9. Understand and interpret District policies and regulations;
10. Work independently within the scope of departmental and District policies and regulations;
11. Develop and maintain accurate records;
12. Prepare oral and written reports;
13. Project a mature, stable, and assertive attitude in a campus environment;

Ability to: (cont.)

14. Handle stress and stressful situations in a calm, confident manner;
15. Operate a vehicle observing legal and defensive driving practices;
16. Understand and carry out oral and written directions;
17. Establish and maintain effective relationships with those contacted in the course of work; and
18. Maintain work pace appropriate to given work load.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education. College courses in social sciences, psychology, ethnic studies or a related field is desirable.

EXPERIENCE

Responsible experience in community relations working with limited or non-English speaking students and multicultural families.

WORKING CONDITIONS

Environment:

Indoor work environment; and subject to driving a vehicle to conduct work.

Physical Abilities:

Dexterity of hands and fingers to operate standard office equipment; hearing and speaking to exchange information; sitting or standing for extended periods of time; walking throughout the campus; and seeing to edit and prepare press releases and other documentation.

Revised: 5/90