

## **EAST SIDE UNION HIGH SCHOOL DISTRICT**

### **Job Title: Parent and Community Involvement Specialist**

#### **Description of Basic Function and responsibilities**

To assist the district, schools, youth and parents with attendance and other school related problems and activities and to act as an advocate to provide a link among student(s), parent(s), school, community and social services agencies. Employees in this classification will receive minimum supervision to work within a framework of standard policies and procedures. To facilitate school, home and community through parent outreach on behalf of students. The incumbent will also investigate complaints related to specific program issues from student, parents and the community. Employees in this job class provide coordination between outside agencies and schools to ensure student(s), parent(s), schools are provided with the best available resources. This job class requires initiative and motivational skills as well as knowledge and familiarity with the community, its resources, and its people. Ability to communicate effectively, with staff and community in a multi-ethnic educational environment; develop and maintain good working relationships with school staff, parents and the general public; prepare accurate, concise data and materials.

#### **SUPERVISOR: Director/Principal or Principal's designee**

#### **TYPICAL DUTIES**

Assist families in the solution of problems which interfere with student success in school and community; direct families to appropriate agencies.

Provide personalized assistance to district and school administrators and staff regarding specific aspects of increasing parent involvement including home visits.

Confers and consults with school administrators to review and prioritize work load.

Collect information and documentation on students from a variety of sources such as attendance, other school records, home visit reports, and legal reports.

Act as district representative to community agencies in efforts to resolve student issues and family problems.

Identifies and maintains current information on social services and community organizations available to youth and all members of the community; linking services with students and families.

Keeps district/schools informed of community problems or activities which may impact directly on school attendance or operations.

Compiles and investigates information related to student attendance, truancy, and/or behavior problems and prepares necessary reports for submission to appropriate personnel.

Coordinate services to students in State, Federal, and specialized programs such as foster youth, McKinney-Vento Act and English learners.

Attends community meetings as required to represent the district.

Under the supervision of the assigned supervisor, assists in coordinating the school's community programs.

Identifies resources for Site Administrators, Advisors, Counselors and other appropriate staff to utilize in solving student problems.

Works cooperatively with school scheduling.

Performs related duties as required.

### **EMPLOYMENT STANDARDS**

Possession of a valid and appropriate California Driver's License

Knowledge of community resources and agencies available for problem resolution

Ability to learn Federal, State, and District laws, guidelines, and regulations related to assigned functions

Ability to provide access and support services in crisis intervention

Ability to establish and maintain efficient record keeping/filing systems

Ability to communicate effectively and tactfully in both oral and written forms

Ability to maintain confidentiality of records, cases, and agency proceedings

Ability to coordinate activities and details, and to maintain effective schedules of events

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

### **EDUCATION**

Five years working with parents/families and community members

Completion of Bachelor of Arts/Science degree (preferred)

Board Approved: 04/17/2014