

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Community Family Services Advisor

DEPARTMENT: Student Services

POSITION SUMMARY: Under the general direction of the Director of Student Services or his/her designee, and under the direct supervision of the Coordinator of Prevention Services the Community Family Services Advisor will develop and implement a resource system for students and parents to achieve and maintain standards of excellence in the curricular and behavioral areas so that each student receives the greatest academic and personal benefit from the learning experience. The Community Family Services Advisor will focus on social and emotional areas; monitor attendance, grades, behavior, assist in parent education trainings, meetings, workshops and make direct referrals for resources/agencies. The Community Family Services Advisor will manage, maintain, and create intervention opportunities for a caseload of students in need through weekly meetings with students, communication with parents, teachers, counselors, administrators and other support staff for our TK-12th grade students.

ESSENTIAL FUNCTIONS:

1. Administers all matters related to students identified as Homeless and/or Foster and/or at-risk, including the following: identification, monitoring, case management, and intervention.
2. Assists families in obtaining access to school programs and resources. Removes obstacles that might prevent a family's participation in the school/programs.
3. Assists families to understand their opportunities and responsibilities that empower them to be advocates for their students.
4. Attends meetings and professional development as needed/required.
5. Communicates routinely with teachers, students, parents, counselors, administrators and other support personnel concerning the deficiencies, challenges, and progress that students demonstrate. This may include home visits.
6. Coordinates a variety of intervention services for students.
7. Encourages parental involvement in the educational programs. Schedules meetings with parents and school staff including home visits with students and/or parents.
8. Participates in special assessments, individual student plans, and other meetings as necessary.
9. Prepares and maintains a variety of data collection for program records including parent evaluations of services, attendance efforts, behavior interventions, academics and home visits. Ensures accurate data collection and submission.
10. Provides information to the community, parents, and students regarding post-secondary options.
11. Provides individual mentoring for students identified as at-risk or performing below grade level by facilitating a variety of personal, organizational, and study skills strategies to enable sustained student improvement.
12. Receives feedback and concerns from parents and follows up with school site, teachers, counselors, administrators, etc. as part of the two-way communication process established to resolve issues in the best interest of the student.
13. Refers students to other public/private community resources as needed.
14. Uses multiple sources of student data to monitor student progress and provide specific support for the student.
15. Works directly with staff to ensure appropriate implementation of program goals.

16. May be called upon to perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

EDUCATION AND EXPERIENCE: Bachelor's Degree required, Marriage Family Therapist (MFT) or Master of Social Work (MSW) preferred, Licensed Clinical Social Worker (LCSW) or Licensed Marriage Family Therapist (LMFT) preferred. Experience in working directly with students in one of the following areas: teaching, counseling, tutoring or educational professional internship. Ability to assess students in need of supports with housing insecurities, foster youth supports, crisis interventions for both the family and/or school level.

SKILLS AND QUALIFICATIONS:

Specific skill-based competencies are required to satisfactorily perform the functions of the job. Skill based competencies include:

1. Proficiency in using a personal computer and common office productivity software and programs for accessing student data/information.
2. Ability to communicate effectively both orally and written.
3. Possess leadership skills necessary to effectively conduct meetings/trainings as a liaison to a variety of district staff, parents, students, and the public in a positive and productive manner.
4. Technical writing skills to prepare reports.
5. Knowledge of district, state, and federal education laws, codes, and regulations.
6. Interpersonal skills to successfully interact with students, parents, teachers, counselors, administrators, community members and the entire stakeholder community.
7. May require knowledge and competency in a second language.
8. Knowledge of adult and family basic education principles and methods.
9. Knowledge of college admissions and record keeping requirements established by the District and external agencies.
10. Principles and practices for dealing with special needs of families from diverse socioeconomic and ethnic backgrounds.
11. Analyze situations effectively and adopt an effective course of action.
12. Ability to establish and maintain cooperative working relationships with various stakeholders.
13. Requires knowledge of community resources available to supplement services provided by the educational system.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 50 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with school site staff, students, parents, and the public. In addition, the Community Family Services Advisor must perform duties and responsibilities that occur outside of school buildings and facilities on the school campus and at other program related activities and events in the community.

SALARY: Leadership/Management Salary Schedule (LME), Range 28

DAYS OF SERVICE: 200 Days

Board Approved: 06/22/2021