

**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: **Promoting Achievement and Student Success (PASS) Community Aide II (Grade 50)**

DEFINITION:

Under general direction, the PASS Community Aide II provides support for Promoting Achievement and Student Success (PASS) AmeriCorps recruitment, training, and community outreach efforts; monitors, audits, and documents program records; and trains, oversees, and reviews mentor and program staff work.

DISTINGUISHING CHARACTERISTICS:

The PASS Community Aide I is distinguished from the PASS Community Aide II classification in that the latter provides technical assistance to other staff members, technical assistance to the recruitment capacity member and senior member committees, provides training and mentoring to new staff, is assigned the more sensitive, difficult or complex cases in order to maintain member retention, assists in overseeing the workflow of the program, performs additional administrative duties and serves as a backup for the manager in his/her absence.

DIVERSITY STATEMENT:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Commits to honoring SDCOE's Mission, Vision, Core Values, Commitments, and Indicators of Student Success

Identifies and recruits mentors for the PASS Program by contacting and presenting program information to school districts, colleges/universities, private businesses and/or community organizations, and provides technical assistance to the recruitment capacity member to reach program recruitment goals.

Interviews potential applicants to serve as AmeriCorps mentors and assists school personnel in matching students with appropriate mentors.

Organizes student recruitment efforts in participating districts to reach program enrollment targets.

Provides student engagement and gang prevention/intervention support services to students at risk for gang involvement.

Makes presentations to school districts, parents, and community groups regarding gang prevention information and the PASS Program.

Coordinates and conducts orientation, other trainings required by AmeriCorps, and ongoing training of district staff and mentors.

Coordinates weekly team meetings, and facilitates weekly and monthly meetings as assigned.

Maintains and updates parent orientation materials used in student recruitment.

Serves as program liaison between participating schools and varied program partners.

Audits student and mentor eligibility documentation, assists with gathering documentation for audits and monitors and provides assistance and guidance to members and staff to meet program student and member targets and objectives.

Conducts on-site checks of PASS Program operations and documentation procedures to assure compliance with state and program regulations, including AmeriCorps member hour tracking logs and systems.

Gathers data and prepares detailed, comprehensive program reports as needed.

Audits reports by other staff members to ensure accuracy and completeness.

Trains and mentors new staff members and provides technical direction to other staff members.

Establishes, organizes, and supports regional partnerships between schools and community agencies.

Performs administrative duties to support the program manager and serves as a backup to the manager in his/her absence.

Participates in meetings and activities with community organizations.

NON ESSENTIAL FUNCTIONS:

Performs other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of a four-year degree and college-level coursework in sociology, psychology, criminal justice, or a related field, and one year of work service experience in PASS AmeriCorps or another AmeriCorps service in youth service programs and two years of work experience in gang prevention and intervention work including providing gang prevention trainings one of which must be with the PASS Program.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

SDCOE and State regulations, rules, policies, and procedures.

The concerns, problems, and common experiences of gang-involved and at-risk students.

School district organization.

Basic research techniques, methods, and procedures.

ABILITY TO:

Operate a computer using word processing, spreadsheet, and database software and other office equipment.

Read, interpret, and apply regulations and procedures governing PASS AmeriCorps Program eligibility, documentation, and audits.

Organize and maintain program records and files.

Operate a computer and associated software.

Prepare detailed reports.

Train and oversee the work of mentors.

Establish and maintain productive working relationships with at-risk youth as well as with professionals in the business and educational communities, including individuals of varied cultural, linguistic, and economic backgrounds.

Communicate orally and in writing.

Make effective presentations to individuals and groups.

Work with minimal supervision.

Communicate clearly and effectively, orally and in writing.

Understand and follow written and oral instructions.

Maintain highly sensitive and confidential information.

Deal with sensitive and difficult situations.

Establish and maintain highly effective working relationships with site administrators, staff, teachers, parents, students, other school districts, other governmental agencies and others encountered in the course of work.

Must demonstrate attendance sufficient to complete the duties of the position as required.

WORKING CONDITIONS:

Office environment. Occasionally operate a vehicle to conduct work.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects.

Established	Revised	Approved by Personnel Commission	FLSA Status	Salary Grade
03/2010	10/15; 7/21	03/17/2010	Non-Exempt	Classified Support Grade 50