

COMMUNITY OUTREACH SPECIALIST – SPECIAL EDUCATION

Classification: Instructional – Non-School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

This position is responsible for providing knowledge of the school and district to parents and community members using bilingual and bicultural skills in the specified language(s).

Part II: Supervision and Controls over the Work:

Works under the supervision of a district office administrator(s). Work is controlled and/or guided by state statute and state administrative code, professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Assists parents from the targeted culture to effectively navigate the public school environment for the benefit of children.
2. Share cross cultural information between the targeted group and the district to facilitate understanding and communication.
3. Assist in developing educational materials about the district or school to assist parents and/or community members to learn about school systems.
4. Provide information and guidance on implementing diversity initiatives.
5. Develop and maintain trusting relationships between the district/school and parents/students.

6. Assist through projects, communications, and meetings to improve relations between cultural communities and educational institutions.
7. Assist in establishing an inclusive and collaborative environment.
8. Model and mentor behavior change, focused at breaking down bias, prejudice, and other institutional barriers.
9. Attend meetings at various school and community locations, traveling within the district and larger metropolitan community using own private transportation.
10. Adheres to and follows district policies and procedures, state and federal laws related to employment in a public education system.
11. Works in a flexible schedule according to need and at the discretion of the supervisor to meet the needs of families and community members.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Bachelor's degree in social work, counseling or psychology.
- Experience working and/or learning within a local public school system and state statutes.
- Knowledge of the value of education, and understanding of the beliefs and practices with the targeted cultural group.
- Ability to communicate effectively with parents, school staff, administration staff, and public.
- Knowledge of and demonstrated language skills, both spoken and written, in English and the target language.
- Ability to facilitate discussion across cultures for the purpose of understanding and resolving student, family, and school issues.
- Demonstrated understanding of culture and the impact the culture may have on the education of students and the ability of parents to be engaged in the education of their children.

- Understands the strengths and needs of the target group, school district and school.
- Demonstrated knowledge of the structure, function and culture of school.
- Demonstrated ability to maintain confidences and understands student information privacy rights.
- Proficient bilingual skills, to and from English, in the language(s) specified in the announcement.

Part V: Desired Qualifications:

- Knowledge of the school system in a host country of the students.
- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry or distraught. In such interactions, employee must be able to maintain control and decorum and professionalism.