



Job Description

Position Code: 757
Classified Group: CSEA
Salary Range: 34
Work Days: 261
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POSITION TITLE: School/Community Refugee Specialist

DEFINITION: Under general direction, coordinates and assists in planning and developing district-wide refugee programs and student assistance service through local community involvement and partnerships; plans portions of programs and coordinates operations and information; acts as a liaison between refugee community agencies, businesses, the public and the assigned schools.

DIRECTLY RESPONSIBLE TO: Program Manager, English Learners & Multicultural Education

SUPERVISION OVER: Classified employees as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Acts as a liaison between students, parents, school staff, program facilitators, administrators, and community agencies and businesses regarding information, activities, and services provided by selected school refugee education programs.
2. Provides leadership in all phases of refugee student program development and implementation in the assigned schools and local community.
3. Conducts initial student and/or parent needs assessment interviews and surveys.
4. Screens students for participation and leadership in campus-based refugee support groups and positive alternatives.
5. Facilitates multiple support programs and services for students, staff and parents.
6. Promotes and coordinates involvement of community based resources including health service organizations, service clubs, community agencies, and local businesses to identify funding sources and other program resources and to develop school programs and activities for students.
7. Coordinates school/community resources and volunteers to provide positive alternative activities and refugee programs for students and their families.
8. Develops and maintains an up-to-date community resource network.
9. Makes presentations regarding refugee program activities and provides in-service training about the refugee program activities and provides in-service training about the refugee programs and student resiliency.
10. Attends program related meetings, conferences and workshops.
11. Develops and maintains a variety of specialized files and record keeping systems.
12. Collects statistics, program feedback and related data for project evaluation.
13. Provides information and assists in developing strategies for effective utilization of funding.
14. Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience:

Graduation from an accredited four-year college or university with major course work in social work, counseling, sociology, psychology or a closely related field. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis. Bi-lingual or multi-lingual abilities are preferred.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills and Abilities:

- Knowledge of the laws, rules and regulations applicable to social services
- Knowledge of district objectives, programs and requirements
- Knowledge of refugee community resources
- Experience in community planning, organization or administration
- Knowledge of community coalition building
- Experience conducting screening interviews and needs assessment surveys with students/families
- Knowledge of cultural value system of students from other countries/backgrounds
- Knowledge of correct English and native language usage, punctuation, spelling and grammar
- Knowledge of English language development and student engagement
- Ability to communicate effectively both verbally and in writing in English and the designated native language with all staff, students, and the community
- Ability to interpret and explain policies, programs and reports
- Ability to understand and follow verbal and written instruction
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to establish priorities and deadlines and plan work with only overall objectives defined
- Ability to work effectively with all levels of district staff, parents, students, the community and county refugee agencies
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to monitor program budgets
- Ability to gather necessary program data to support reporting and compliance review
- Ability to compile and analyze information and prepare reports
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation):

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Operate office equipment requiring repetitive hand movement and fine coordination
- Move about the schools and district facilities to conduct work including walking, standing, or remaining seated for long periods of time.
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

Other Characteristics:

- Ability to work irregular hours/days including evenings, weekends and holidays on occasion
- Ability to travel locally

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 11/15/2017