



## JOB DESCRIPTION

**Position Code:** 751  
**Work Group:** CSEA  
**Salary Range:** 21  
**Work Days:** TBD

**POSITION TITLE:** School/Community Resource Assistant (*Spanish*)

**DEFINITION:** Under general supervision, the School/Community Resource Assistant establishes and maintains communications in English and the designated native language with parents, staff and students; keeps parents informed of school and/or district policies and procedures, students' needs and academic progress; acts in a liaison capacity between home, school, and community; facilitates home and community understanding of school programs and objectives; encourages parent involvement in school activities; performs related duties as assigned.

**DIRECTLY RESPONSIBLE TO:** Administrator, as assigned

**SUPERVISION OVER:** N/A

**EXAMPLES OF 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 within positions of this classification).

1. Serves as an interpreter between parents and school personnel; acts as a resource for staff and provides advocacy for students and families;
2. Uses native language to assist instructional personnel in communicating with students and parents orally and in writing; helps students connect with the school and community; assists with the coordination of family orientations, activities and events;
3. Makes referrals for students and their families to district resources and/or community agencies for a variety of health and welfare services when needed;
4. Prepares translations of school communications as requested;
5. Contacts parents to obtain information helpful in understanding student needs;
6. Provides information to parents regarding school policies and programs; helps families fill out school paperwork for such things as school registration, immunizations, free & reduced lunches, transportation, scholarships, Targeted Services, summer school, etc.;
7. May conduct home visits to explain school or district policies and to review test results and educational options, referring students to counselors as appropriate;
8. Encourages parents to participate in workshops, meetings, and advisory committees;
9. Assists in facilitating oral and/or written English language and native language tests; assists in the establishment and maintenance of ELACs and District bilingual committees;
10. Assists with special meetings for students making adjustments to their new school environment and supports staff in assisting students and families in their transition into the community;
11. Assists in developing a communication strategy for students and families moving into our communities.

### QUALIFICATIONS:

#### Education and Experience:

- Experience and/or education in a human services related field which demonstrates the ability to perform the duties of the position; previous experience working with K-12 students highly desirable.

Knowledge, Skills, Abilities and Personal Characteristics:

- Knowledge of school objectives, programs and requirements;
- Knowledge of community services and resources;
- 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 techniques used in managing and motivating students;
- Knowledge of health regulations and safe working methods and procedures;
- Knowledge of policies, rules and regulations.
- Ability to communicate effectively both orally and in writing in English and the designated native language;
- Ability to analyze situations accurately and adopt an effective course of action;
- Ability to interpret and explain policies, programs and reports;
- Ability to inform and reassure parents and encourage them to participate in school activities;
- Ability to work independently and to make decisions within the framework of established guidelines;
- Ability to establish priorities and deadlines and plan work with only overall objectives defined;
- Ability to demonstrate understanding, patience, warmth, and a receptive attitude toward children of all ages and cultures;
- Ability to understand and implement oral and written instructions;
- Ability to maintain cooperative working relationships with students, staff, parents, and the general public;
- Ability to utilize word processing and software programs to maintain accurate information in electronic databases;
- Ability to remain calm in stressful situations;
- Ability to observe health and safety regulations.

Health:

- Evidence of freedom from active tuberculosis (CA Education Code section 49406).

**WORKING CONDITIONS**

Work Environment:

Indoor office environment; may travel to conduct work; may visit students' homes.

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

- Hear and speak to exchange information in person and on the telephone;
- See to perform assigned duties;
- Inspect written materials with fine print;
- Recognize documents and individuals;
- Remain in a stationary period for extended periods of time;
- Operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard;
- Move about the facilities to conduct work.

Licenses and Certificates:

Possession of, or willingness and ability to obtain, a valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license.

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Other:

Willing to work additional hours and attend evening meetings on occasion; willing to travel locally and attend conferences/seminars periodically.

Approved: 4-18-2017