BUENA PARK SCHOOL DISTRICT

SCHOOL ENGAGEMENT & OUTREACH CLERK

DEFINITION:

Under general supervision of the school principal, to serve as a liaison in communication with students, families, and community members with regards to questions, concerns, and assistance on a variety of topics, including matters related to school attendance, District programs, procedures, rules and regulations; to recruit increased parental support through school engagement opportunities; to independently provide school office clerical support; to serve as a receptionist responding to routine inquiries and directing persons to appropriate offices; to assist with translation and interpretation for limited and non-English speaking parents; and to do other related work as required.

EXAMPLES OF DUTIES:

Assists with communication between the school and the community to foster a climate of understanding and cooperation; works with school secretary and principal to monitor and support attendance improvement plans, including recognition of positive attendance and communication with parents regarding absences, tardiness and truancy; performs follow-up functions related to continuity of student instruction for those who may be absent due to illness or self-quarantine; communicates with parents regarding various pupil problems, attendance and parental responsibilities in assisting children to achieve success in school; directs parents to site and district services or community resources to support their children's learning within their instruction model, including technological, health and academic supports; encourages parents to attend and participate in school and parent activities; assists parents with applications for services and transportation; recruits and maintains list of parent and community volunteers for various activities including fund-raisers, class assistance, and book fairs; gathers, records, and documents data and information related to parent concerns and regularly informs site administration of the nature and type of parent concerns; translates and interprets health and attendance information through both oral and written communication; may assist with student safety screenings and supports school Health Clerks in contacting families concerning their child's health screening; may participate in home-visits to families needing assistance; maintains confidentiality of student health and attendance data, as well as other personal or medical information; may provide direct communication to families and community regarding the district's protocols and response to current health and safety guidance (i.e.; COVID-19); administers routine first aid; and performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Appropriate verbal and written usage of English and a designated second language; routine record storage, retrieval and management procedures; procedures, methods, techniques and strategies utilized in the development of school and community engagement processes; procedures, methods, techniques and strategies utilized in dealing with sensitive school and community problems, issues and concerns; interpersonal skills using tact, patience and courtesy; school policies and procedures.

Ability to:

Speak, read and write English, Spanish, Korean or other languages as required by the assignment; understand and carry out oral and written directions; ability to work directly with site and district administration to engage and provide outreach services to families and members of the school community, primarily with regard to matters of attendance, safety and wellness, and district protocols; may lend support with routine clerical tasks and operate basic office equipment, including telephones and use of email; calmly and clearly disseminate and gather information from parents to assist the site in maintaining cooperative, community relationships; establish and maintain effective and cooperative relationships with others; meet schedules and time lines; work confidentially with discretion; ability to perform the essential functions of the job with or without reasonable accommodation.

EXPERIENCE:
Two years of paid or volunteer experience working in a setting requiring bilingual skills and community outreach.

EDUCATION:
Equivalent to the completion of the twelfth grade.

184 Days
Range 19