



ADMINISTRATIVE ASSISTANT

CLDE COMMUNITY ENGAGEMENT TECH (TITLE III)

JOB DESCRIPTION

JOB TITLE: Admin Assnt- CLDE Community Engagement (Title III) **FLSA STATUS:** Exempt
REPORTS TO: Director of CLDE **PAY GRADE:** SAT 05
LOCATION: Education Support Services **DAYS:** 228
JOB ID & DATE: SAT-13, Aug 2023

JOB PURPOSE SUMMARY

Support Multi-Lingual (ML) families in the understanding of English Language Development (ELD) services and community related services in the district especially during the registration process. Align related family outreach programs with other departments in the district to support the ML families. Act as a liaison to the Special Education Department in order to support our dually identified EL/ML students and families. Gather instructional data on potential dually identified students and support CLDE parent engagement activities, promote the Adams 14 vision and strategic priorities.

REQUIREMENTS

Education Level Details

Associate degree Preferred;
Two or more years of relevant work experience with diverse families and students in an educational setting can be used in lieu of an Associate's Degree

License / Certification / Language Required

Bilingual (English and Spanish). Proficiency in reading, writing and speaking in both languages.

Work Experience Required

Two years experience in related field

Other Skills and Abilities Required.

Advanced oral and written communication skills.
Advanced interpersonal relations skills.
Ability to follow National Standards for Parent/Family Involvement Programs
Advanced personal computer, keyboarding, and word processing skills experience creating data reports and or spreadsheets.
Ability to maintain confidentiality in all aspects of the job.
Ability to manage priorities
Ability to manage multiple tasks with frequent interruptions.
Ability to promote and follow Board of Education policies, building and department procedures.
Ability to exercise diplomacy, to diffuse and manage volatile and stressful situations.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

General

- Support District CLDE Department with Engagement Activities for families and community.
- Support families with CLDE identification forms such as the Home Language Survey on the On-line Registration and the Parent Interview form as well as the Parent Letters of Notification.
- Support families with translating for CLDE purposes.
- Support in gathering information and a body of evidence to identify for potential CLDE services or dually identifies services
- Support in the collaboration with other departments to engage and communicate with families and community.
- Maintain confidentiality and follow District and Board policies.

Technical Support

- Respond to requests for assistance in the use CLDE platforms such as Infinite Campus and CDE Pipeline
- Respond to requests for assistance in the use ELlevation to support ELPs and progress monitoring
- Respond to requests for assistance with WIDA Model platform, WIDA Screener and WIDA ACCESS

Community Engagement and Translation

- Support District monthly Community Engagement events.
- Support families and schools with language translation when needed.
- Support and maintain accurate documentation.
- Support and maintain parent participation data and feedback to support program improvement

Safety and Training

- Establish and implement entry level and ongoing training programs for team members.

Documentation

- Maintain accurate documentation.

Other

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Staff members assigned to the team.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in offices, hallways, gyms, classrooms, bathrooms, shops, playgrounds, cafeterias, portable buildings and pool environments. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____
Signature: _____

Employee ID Number: _____
Date: _____