



# ASSISTANT

## COMMUNITY ENGAGEMENT ASSISTANT

### JOB DESCRIPTION

**JOB TITLE:** Community Engagement Assistant  
**REPORTS TO:** Director of HR and Communications  
**LOCATION:** Education Support Services

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** CLS-07  
**DAYS:** 192  
**JOB ID & DATE:** CLS-26, July 2023

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### JOB PURPOSE SUMMARY

The Community Engagement Assistant will establish and support growth of collaborative relationships with families, community, organizations, businesses, and individuals to engage students and their families and promote the Adams 14 vision and strategic priorities.

### REQUIREMENTS

#### Education Level Details

Associate's degree or two or more years of relevant work experience.

#### License or Certification

Notary Certification preferred.

#### Work Experience Required

Minimum of two years of experience in, customer service, and/or public relations.

Experience in an educational environment with the Family Educational Rights and Privacy Act of 1974 (FERPA) preferred.

#### 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.

Advanced customer service and public relations skills.

Ability to maintain confidentiality in all aspects of the job.

Ability to manage multiple 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.

Bilingual in English and Spanish preferred

## KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

### General

- Develop and support schools and District with Engagement Activities for families and community.
- Support the expansion of the Community School Model.
- Coordinate with donating agencies, when needed.
- Sponsor parent involvement training sessions to increase the capacity of parents assisting students at home.
- Assist families with applications for free-and-reduced lunch.
- Assist families with IC portal and District Application set up and use.
- Collect information to identify any services that families may need and/or qualify for, such as Title X and Transportation.
- Work in collaboration with other departments to engage and communicate with families and community.
- Maintain confidentiality and follow District and Board policies.

### Hope Center

- Restock, clean and support the Hope Center.
- Work one day a week at the center.
- Recruit and train volunteers.
- Seek community donations.
- Promote the resources of the center with the community.

### Technical Support

- Respond to requests for assistance in the use of Student Information Systems (SIS)..
- Provide Student Information Systems (SIS) support to parents and families.
- Develop and coordinate newsletters in connection with the Communications Team
- Maintain school websites up to date and with relevant information.

#### Community Engagement and Translation

- Be available for short-notice deployment to any school that may need additional personnel, and be available to support district activities such as Registrations Events, Resource Fair, Parent-Teacher Conferences, etc.
- Support designated schools with their monthly Community Engagement events.
- Design and implement community education classes and programs.
- Support families and schools with language translation when needed.

#### Records

- Maintain accurate documentation.
- Maintain parent participation data and feedback to support program improvement.
- Assist in the resolution of concerns and accurately document details.

#### Other

- Perform other duties as assigned.
- Participate in ongoing professional development.

### **SUPERVISORY RESPONSIBILITIES**

None

### **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 will be required to work one day per week in the Hope Center. The employee may be required to work from a remote location in the event of a district shut-down or other event. Employees may be required to work evenings and weekends and attend events where community members are in attendance.

**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: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_