

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: COMMUNITY SCHOOLS OUTREACH COORDINATOR - BILINGUAL

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of English Language Services and Community Engagement or designee, the Community Schools Outreach Coordinator develops, coordinates, and implements programs and services that support student success by fostering strong partnerships between schools, families, and community organizations. This position serves as a liaison between the district, school sites, community agencies, and families to improve student attendance, academic performance, and well-being through wraparound services and community school initiatives.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develop and coordinate family and community engagement initiatives that foster collaborative partnerships with students, families, school staff, and community stakeholders to support student success and well-being.

Identify students and families in need of support and connect them with school and community-based services, including physical health, mental health, and social services.

Facilitate communication between families, school staff, and community organizations to support student attendance, behavior, and academic success.

Develop, plan, organize, and implement workshops, events, and trainings for families on topics such as student achievement, social-emotional well-being, and available resources.

Conduct home visits and outreach efforts to build relationships with families and encourage their participation in school activities.

Develop and maintain partnerships with local organizations, agencies, and service providers to enhance available student and family resources.

Assist with the coordination and implementation of multi-tiered systems of support (MTSS) and intervention services.

Gather, maintain, and analyze data related to student participation, attendance, and program effectiveness; prepare reports as required.

Collaborate with school staff to address barriers to student success by developing individualized intervention strategies.

Translate and interpret for families as needed, including during meetings and school events.

Assist in the preparation and distribution of outreach materials, correspondence, and informational resources for students and families.

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OTHER DUTIES:

Attend and participate in trainings, meetings, professional development, home visits, and community events related to community schools and family engagement.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of community schools, wraparound services, and family engagement.

Social, economic, and cultural factors affecting students and families.

Local community resources and public agencies providing educational, health, and social services.

Strategies for improving student attendance and academic achievement.

Laws and regulations related to student services, attendance, and family engagement.

Record-keeping and report preparation techniques.

Modern office practices and equipment, including computers and assigned software.

Modern office practices, procedures and equipment.

Proper English and designated second language usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Develop and maintain relationships with students, families, school staff, and community agencies.

Assess student and family needs and connect them to appropriate services.

Plan and implement events, workshops, and programs.

Communicate effectively both orally and in writing, in English and a designated second language.

Maintain confidentiality and use discretion when handling sensitive student information.

Collect, analyze, and report data related to student support services.

Work independently and exercise sound judgment in decision-making.

Organize and prioritize work to meet deadlines and program objectives.

Operate a computer and use assigned software effectively.

Travel to various locations to conduct home visits and attend community meetings.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training, and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through a bachelor's degree with coursework in liberal arts, sociology, psychology, or a related field and two years of experience in social services or working with at-risk students.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Incumbents in this classification are required to read, write and speak in a designated second language.

WORKING CONDITIONS:

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ENVIRONMENT:

Office, school, and community environments.

Driving a vehicle to conduct work.

Evening or variable hours as needed for family and community events.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.