

CLASS SPECIFICATION

FAMILY RESOURCE ASSISTANT

DEFINITION

Under the direction of the Program Manager Early Childhood and the Executive Director, Educational Services, the Family Resource Assistant will develop and maintain meaningful relationships with families to ensure that they receive comprehensive services through participation in the district's categorical programs and early learning programs to ensure student success; ensure district compliance with state and federal guidelines regarding Title 5 Child Development, Education Code, Title 22 Licensing Regulations, and IDEA; and perform other related duties as assigned.

REPRESENTATIVE DUTIES

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to educational partners as needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Plan, organize, and coordinate referrals of district families to social service agencies and other community agencies as needed
- Identify, recruit, enroll, and disenroll students according to established Board Policy and state licensing
- With a high degree of accuracy, create, review for compliance, and maintain with yearly verification both family files and student electronic files according to Board Policy and state and federal guidelines; ensure proper use of and access to said files
- Plan, prioritize, and coordinate multiple tasks and meet timelines
- Administer basic first aid, follow student health plans, and screen ill and/or injured students in accordance with Board Policy in the absence of district nurse; administer medications to students according to physician's instructions and maintain student medical log; call district nurse or paramedics as needed
- Facilitate school safety regarding early pickup of students
- Perform a variety of secretarial work, including typing/word processing, data entry, proofreading, filing, distributing correspondence/mail, and processing district forms
- Prepare and maintain a variety of district, state, and federal records and reports, including attendance, immunization, and financial, related to assigned activities; check records, reports, and other data, and materials for accuracy, completeness, and compliance with established standards
- May assist with preparation of staff incident/accident reports
- Maintain and submit accurate staff attendance records for payroll purposes
- Coordinate and provide communications in English or other languages, as needed using a variety of technology

- Coordinate and conduct parental involvement activities to include parent training and orientation meetings, parent advisory council meetings, and parent activity events
- Enter purchase requisitions for school supplies and equipment according to ~~county~~ district protocol
- Maintain professional competence by participating in all offered professional development
- Attend staff, parent, and other meetings as assigned

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Modern office practices, procedures, and equipment including phone etiquette, filing, data entry, and preparation of business correspondence
- Microsoft Office Suite, Google Suite
- Correct English usage, spelling, grammar, and punctuation
- Mathematical calculation

Ability to:

- Communicate clearly and effectively, orally and in writing
- Compile and prepare required district, state, and federal reports
- Learn rules, regulations, policies, and enrollment procedures relating to preschool programs
- Analyze situations accurately and adopt effective courses of action
- Perform complex and responsible administrative duties such as maintaining student and grant files and completing Excel spreadsheets and attendance reports
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective relationships with all educational partners
- Safely operate a variety of office equipment
- Accurately type at a speed of 45 words per minute from clear, legible copy
- Maintain regular attendance and punctuality
- Learn and administer first aid and CPR as needed

Education and Experience:

- Graduation from high school or equivalent required, Associate of Arts degree (AA) preferred
- Sufficient training and experience to demonstrate the knowledge and abilities listed above
- One year of working with families and/or youth

License Requirement

- Standard Red Cross First Aid Certificate, or willingness to acquire within probationary period
- CPR Certificate, or willingness to acquire within probationary period

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing duties of this position, employees are subject to constant interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. While the noise level in an office environment is usually quiet, a school site office may be somewhat louder. There is possible exposure to bloodborne pathogens, body fluids, and communicable disease. Occasional work with sharp objects (i.e., syringes, scissors) may be required.

The physical demands of this position include the ability to sit for extended periods of time. This position requires walking and standing, as well as bending and reaching at, below and above shoulder level. This position requires lifting, pushing, or pulling up to 25 pounds. This position may require providing physical assistance to students of various weights. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom, and personal contact. Specific vision abilities including close vision, depth perception, and the ability to focus are required.

Approved: September 8, 2016

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