

Sunnyvale School District
Position Title: School Outreach Assistant

Work days/month: 210 days/10 months

Salary: Range 23 (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of the Community Outreach Supervisor, the School Outreach Assistant will provide assistance to school personnel by establishing and maintaining a connection among the students, parents, community, and the assigned school.

Essential Duties & Responsibilities:

1. Translation and Interpretation:

- Provide translation services for phone calls, meetings, and events (i.e. parent meetings, family engagement events, district fingerprinting, etc.).
- Provide translation of written documents (i.e. flyers, slides, newsletters, etc.).

2. Community Partnerships:

- Create strategic relationships with donors and outside service agencies.
- Research and maintain a list of local and county social services available to students and families.
- Coordinate resource tables for school events and attend community events.
- Coordinate and lead food distribution and find volunteers as needed.

3. Outreach:

- Foster relationships amongst students, parents/guardians, schools, and the community.
- Identify student/family needs and connect with appropriate resources.
- Provide orientation to new students and their families regarding the policies, programs, and resources available to them in the district and the Sunnyvale community.
- Assist in the development of workshops and programs for new students and families.
- Provide support for families with the understanding of school policies, practices, and tools, (i.e. enrollment process, technology applications, etc).
- Recruit and support parent volunteers.

4. Administrative Support / Site Support:

- Support the administration of the district language assessment.
- Support enrollment processes.
- Research school history for new student enrollees.
- Support School/District communication and promotion efforts by utilizing district messaging systems.
- Support district TB and fingerprint events.
- Provide supervision during lunch and recess time.
- Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
- Assure the safety of students by following health protocols and safety rules.
- Perform other duties as assigned by the supervisor.

Knowledge:

- Cultures and ethnic backgrounds of Sunnyvale students and families.
- Santa Clara County and Sunnyvale School District's policies, programs, resources, services, and personnel.
- Districts' assessment procedures and practices.
- Methods of student assessment.
- Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
- Possess sound written and verbal communication skills.
- Understand and follow oral and written instructions.
- Communicate effectively both verbally and in writing.
- Record-keeping techniques, and basic computer skills including email and district applications.
- Applicable sections of the State Education Code and other applicable laws.

Abilities:

- Establish and maintain cooperative working relationships with students, parents, administrators, staff, and community personnel.
- Demonstrate correct English and Spanish (or other required language) usage, grammar, spelling, and vocabulary.
- Work effectively with a variety of multi-ethnic and multi-cultural participants.
- Adjust work hours as needed in order to attend late afternoon and evening events.
- Participate in training sessions to upgrade skills.
- Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.
- Plan and organize work.
- Work independently.
- Compose correspondence independently or from oral directions.
- Meet schedules and timelines.

Education and Experience:

- High School diploma or its equivalent.
- Pass language proficiency exam.

Required Licenses & Certificates:

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:**Environment:**

- School site environment.

Physical Requirements:

- Visual acuity to read a variety of materials in both print and digital formats.
- Auditory ability to exchange information.
- Sitting/standing for extended periods.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
- Ability to lift up to 25 pounds.

Terms Of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).