

MERCED CITY SCHOOL DISTRICT

4.17

10.2

CLASS TITLE: COMMUNITY OUTREACH SPECIALIST

BASIC FUNCTION:

Under the supervision of the Director of State and Federal Programs, assist in supporting educational programs for English learners; serve as a liaison between home/community and school by working with parents who speak a language other than English.

REPRESENTATIVE DUTIES:

Assist teachers, administrators and other staff with primary language support activities. *E*

Assist in developing procedures to implement parent and community involvement programs; conduct workshops and other presentations as directed. *E*

Assure compliance to federal and State regulations, Board policies and related administrative regulations as required. *E*

Provide transportation for students and their parents for program related activities. *E*

Work with parent advisory and English learner committee groups as assigned.

Translate and disseminate pertinent information for school/district correspondence. *E*

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

Exercises no supervision.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Organization and planning skills.

Projects and programs to enhance community relations.

Basic computer operation.

Interpersonal skills using tact, patience and courtesy.

Policies and objectives of assigned program and activities.

Various life styles and community groups.

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ABILITY TO:

Supervise a variety of activities related to the development and implementation of the District's community relations efforts.

Receive, transmit and log requests for information packets.

Communicate effectively both orally and in writing.

Review the work of other instructional staff.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level course work in public relations, communications or related field and two years experience in a related field.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to make home visits; constant interruptions; adverse weather conditions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone and provide assistance to students and parents; dexterity of hands and fingers to operate office equipment.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: January 19, 1993

Policy Revised: April 4, 1995

Policy Revised: June 22, 2010