

SAN YSIDRO SCHOOL DISTRICT

TITLE: Outreach Consultant

DEPARTMENT: Ed. Services

FLSA: Non- Exempt

Revised: December 2023

REPORTS TO: District Administrator

CLASSIFICATION: Classified (10 month)

SALARY: Classified Salary Schedule (Steps 16-20)

Board Approved: March 2024

BASIC FUNCTION: Under the supervision of the site Administrator, the Outreach Consultant serves as a bridge between the district/school and community. The major duties and responsibilities of the Outreach Consultant include the development, implementation, and operation of programs designed to prevent at-risk students from leaving school prematurely.

The major duties and responsibilities of the Outreach Consultant include: Developing effective steps for parent communication, supporting the development and implementation of school councils, support school and parents with attendance, home visits and volunteer programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below.)

- Assist the school in securing outside resources, volunteers, private business support and other in-kind assistant from non-school sources.
- Assist the school in the early identification of students at risk of failing or leaving school prematurely, and applying appropriate interventions, both instructional and auxiliary services, referrals to in-school services and community agencies and, if necessary, alternative educational programs to meet the needs of these students.
- Assist the school in establishing a properly constituted and elected School Site Council, developing a student dropout prevention plan, instituting procedures for coordinating services from funding sources at the school level and other elements of the School-Based Coordination Act.
- Assist the school in monitoring and increasing attendance among high-risk students, reduce truancy, tardiness and frequent absenteeism.
- Collaborate with various agencies and service providers to ensure coordination of services.
- Direct families to Medi-Cal eligibility offices and other service providers.
- Assist (teachers are responsible for providing the educational assignment) in the preparation of Independent Study Agreements (student absence of 3 or more days).
- Prepare various data and reports as required.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Experience in social and family health and education services, Early Childhood Education, Child Development; Parent Education and/or Adult Education.
- High School Diploma
- Strong Literacy skills (reading, writing and speaking).
- Possession of a valid California Driver's License.
- Experience with Federal and State Programs implementation and monitoring.
- Strong oral and written communication skills

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)
- Knowledge of community resources
- Knowledge of school programs and policies
- Understanding the cultural background of the community
- Knowledge of school councils, PTA and organizations alike
- Two or four year degree in related fields or at least two years of experience in a related field.

WORKING CONDITIONS

Indoor and outdoor school setting which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read student body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.