



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

COMMUNITY SCHOOLS SPECIALIST - Grant Funded

DEFINITION

Under the direction of the Director, Community Schools or assigned administrator, the Community Schools Specialist supports the implementation of community school strategies at assigned school sites. The Specialist assists in coordinating student and family support services, develops and maintains partnerships with community-based organizations, and engages families in programs that promote student success. The Specialist facilitates referrals, outreach, and communication between school staff, families, and community agencies to ensure that students have access to academic, health, and social-emotional supports.

ESSENTIAL DUTIES

- Serves as a liaison between students, families, school staff, and community-based organizations to coordinate wraparound services.
- Assists school leadership teams in identifying student and family needs and connecting to appropriate resources.
- Supports the implementation of a referral system for student and family services, including intake, follow-up, and monitoring.
- Conducts outreach to students and families about available supports, including home visits, parent meetings, and workshops.
- Provides technical assistance and coordination for school-based service providers, ensuring alignment with site goals and programs.
- Helps establish and sustain partnerships with local agencies, nonprofits, and health/social service providers.
- Coordinates and facilitates site-level meetings with community partners, parents, and school staff to improve service delivery.
- Collaborates with others to organize and promote parent engagement events, family education workshops, and student leadership opportunities.
- Assists with data collection related to service delivery, student outcomes, and family engagement to support evaluation efforts.
- Develops and distributes communication materials (flyers, newsletters, digital content) to inform families and community stakeholders.
- Collaborates with site and district staff to support the accountability process, data collection, and completion of paperwork required by the California Department of Education (CDE).
- Supports logistics for events, including translation, childcare, transportation, and facilities coordination.
- Oversees, in collaboration with site administration, the Community Schools budget to ensure alignment with program goals and compliance with district policies.
- May work occasional evenings and weekends to support family and community engagement efforts.
- Performs related duties and assumes other responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Community school principles and California Community Schools Framework.
- Federal, State, and County community resource organizations and social service systems.
- Practices of parent engagement, family education, and community outreach.
- Strategies for building partnerships between schools, families, and community agencies.
- Principles of youth development and inclusive leadership.
- Data collection, record-keeping, and basic program evaluation methods.
- Cultural and linguistic diversity of the school community.
- Modern office practices, technology, and software applications.

Ability to:

- Coordinate and support community school services and partnerships.
- Communicate effectively, both orally and in writing, in English and a designated second language (preferred).
- Build and maintain effective relationships with families, staff, and community stakeholders.
- Facilitate meetings and workshops with diverse participants.
- Work independently and collaboratively with flexibility and sound judgment.
- Analyze problems, identify solutions, and make appropriate recommendations.
- Maintain confidentiality and demonstrate professionalism.
- Organize multiple priorities and meet established deadlines.

EXPERIENCE AND EDUCATION

EXPERIENCE:

- Three (3) years of professional experience in education, community development, social services, youth development, or family engagement programs.
- Experience working in a school setting preferred.

EDUCATION:

- Required: Possession of a Bachelor’s Degree from an accredited college/university.

PREFERRED:

- Bilingual
- Master’s Degree in social work, counseling, education or related field from an accredited college/university

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Fingerprints on file as required by State Law.
- TB Skin Test as required by State Law.
- Must possess a valid California driver’s license.

PHYSICAL DEMANDS

Physical class:

Moderate Work - lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver’s license and a private vehicle.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
 Frequently/Medium - 3 to 6 hours
 Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	Push/Pull:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	*Driving:	Occasionally
Keyboarding:	Medium - must be literate		

****Verification of the possession of a valid California Motor Vehicle Operator’s License, a DMV printout and insurability by the District’s liability insurance carrier is required.***

Frequent motion:

Twisting: Low

Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

Sensory requirements:

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

Must be able to deal with these environmental considerations:

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

This job requires:

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

Ability to deal with psychological factors:

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

Physiologic factors:

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

Date: 9/2025

**AN EQUAL OPPORTUNITY EMPLOYER
 RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**