

Sweetwater Union High School District

COMMUNITY RELATIONS FACILITATOR

Purpose Statement

The job of Community Relations Facilitator is done for the purpose of serving as community liaison between the school, parents, students and school community; assisting students, parents and school personnel in efforts to improve student attendance and reduce tardiness; providing translation or interpretation services for limited or non-English speaking parents; and supporting the District's residency requirements.

Essential Functions

- Assists students, staff, teachers, parents and community members (e.g. applications for services, transporting parents, translating/interpreting for non-English speaking parents, etc.) for the purpose of providing and/or conveying information and other services required by parents or teachers.
- Conducts home visits for the purpose of determining the causes of poor attendance, communication of truancy findings to parents, locating truant students, and/or counseling family on issues affecting student attendance.
- Orients students, families and volunteers for the purpose of establishing familiarity with program, services, and required processes.
- Provides parents and students with referrals (e.g. medical/clinic appointments, student eyeglasses, clothing, books, etc.) for the purpose of fostering community resources and developing reference lists of available community resources.
- Reports incidents and observations (e.g. suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining students' safety, providing a positive learning environment and adhering to Education Code, administrative and/or school policies.
- Responds to inquiries (e.g. students, teachers, administrators, and/or parents, etc.) for the purpose of solving problems, providing information and/or directing to other sources.
- Serves as a liaison between the District and community based organizations (e.g. YMCA, Parks and Recreations Department, Little League organizations, etc.) for the purpose of providing information and communications between parties.
- Prepares reports, documents and other written materials (e.g. newsletters, information packets, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates in workshops, meetings, seminars, community teams, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Maintains a variety of manual and electronic files and records (e.g. daily log of activities, home visits, referrals, etc.) for the purpose of documenting activities, providing an up to date reference and audit trail.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes; policies; regulations and/or laws; operating standard office equipment and pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes; policies; and regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with persons of varied cultural, educational and economic backgrounds; being attentive to detail; displaying tact and courtesy; and working non-standard hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, and 10% standing. The job is performed under some hazardous conditions and in a clean atmosphere.

Education/Experience

Any combination equivalent to High School diploma or equivalent, and one year of job related experience with increasing levels of responsibility experience.

Required Testing

Pre-employment Proficiency Test or 48 college credits.
Speak, read in a write in a designated second language.

Certificates

Valid California Driver's License-Class C/
Evidence of Insurability.

Continuing Educ./Training

Maintain Certification

Clearances

Pre-placement Physical Exam; TB Clearance; and
Criminal Justice Fingerprint/Background
Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410

Paraprofessional Job Description

Salary Range: 48

Adopted by BOT 2/19/13