

Sweetwater Union High School District

STUDENT PROGRAM FACILITATOR

Purpose Statement

The job of Student Program Facilitator is done for the purpose/s of serving as a liaison between the school district and the parents and students in the identified programs; monitoring student attendance; ensuring operation in compliance with county, state and/or federal requirements; providing information on services available to eligible students and families; conveying information regarding school and/or district activities and procedures; and referring families to other agencies.

Essential Functions

- Monitors attendance, progress, and goal attainment of assigned participants for the purpose of supporting student development and academic success.
- Serves as a liaison between school district and parents/students (e.g. teacher conferences, interpret/translate for teachers, parents, administrator, etc.) for the purpose of facilitating access to resources.
- Contacts parents regarding attendance, test scores, discipline and other behavioral issues for the purpose of fostering parental involvement in student success.
- Confers with students, parents, district personnel and community members for the purpose of gathering and conveying information regarding student activities and progress.
- Assists in coordinating parent meetings (e.g. contacting parents, phone calls, fliers, etc.) for the purpose of encouraging parental support and involvement in the program.
- Assists parents and/or students with a variety of activities (e.g. completing forms, providing transportation, moral support, etc.) for the purpose of meeting the academic and social needs of the identified students.
- 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.
- 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, program participation, referrals, budget, non graduating students, active students, 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: operating standard office equipment using 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 technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; community resources, federal and state education programs; and speak, read, write and translate in both English and Spanish.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently 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: adapting to changing work priorities; communicating with culturally and economically diverse groups; maintaining confidentiality; working as part of a team; and working with detailed information.

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 some opportunity to impact 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; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and a generally hazard free environment.

Education/Experience

Any combination equivalent to High School diploma or equivalent, and two years of job related experience with increasing levels of responsibility. Speak, read and write in a designated second language, preferred.

Required Testing

Pre-employment Proficiency Test or 48 college credits

Certificates & Licenses

Valid California Driver's License/Evidence of Insurability.

Continuing Educ./Training

None Specified

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: 52

Adopted by BOT 2/19/13

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