

COMMUNITY CONTACTJob Summary

Under the direction of the site principal, and in conjunction with district administration, the Community Contact will assist in the coordination of services, such as health, social services, attendance services and parent involvement to families, act as a liaison between the school and families, and other duties as assigned.

Qualifications:Required:

- Possess a valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all time while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)
- Completion of the twelfth grade or equivalent
- Three years experience working in a school setting with children
- Typing certificate verifying a net corrected speed equal to or greater than 40 wpm
- Knowledge of the Spanish language may be required

Desired:

- Self-starter and highly motivated
- Strong people and communication skills
- Previous work experience with multicultural individuals/groups in a school-based setting

Knowledge and Ability:

1. Excellent organizational and networking skills
2. Ability to work well with and understand children and to work cooperatively with teachers, principals, and others
3. Knowledge of basic computer skills, particularly word processing
4. Ability to relate well to students and families in a nonjudgmental and caring manner
5. Ability to establish and maintain cooperative working relationship with co-workers, parents and students and to work in teams
6. Ability to function in rural area with an understanding of rural poverty
7. Ability to communicate effectively, both in writing and orally
8. Knowledge of the curriculum offerings as well as local and community services available

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Daily attendance recording/monitoring of attendance and calling of absent students
2. Make home visits to assist the school with attendance issues, academic issues, or behavioral issues
3. Make referrals to additional services required by the student or other family members
4. Attendance at DELAC meetings, Parent Advisory Committee meetings on and other meetings as deemed necessary
5. Arrange transportation for students and families to health services
6. Serve as liaison between students, parents, school and community
7. Ensure that reports are prepared and submitted as required
8. Communicate regularly with other site staff regarding child/family issues and share other necessary information
9. Promote parent involvement and volunteerism
10. Serve as Family Advocate at Student Study Team meetings when requested
11. Build connections between existing parent groups through the schools, such as Student Site Council, Healthy Start, DELAC, and migrant P.A.C.
12. Organize activities and events for parent involvement, e.g., support groups, basic needs services, such as Healthy Families health insurance enrollment
13. Provide support for partnerships with the school and other organizations and agencies
14. Assist families with completion of the Federal Free/Reduced meal application forms
15. Interpret for Expulsion Hearings
16. Act as backup to Principal's/Site Secretary/Attendance Secretary/Library Technology Clerk in their absence

17. Act as Receptionist for site
18. Administer minor first aid in the absence of the school nurse
19. Arranges appointments for pupils with school nurse
20. Assist in checking the authenticity of notes from students regarding absences
21. Assist with Cal-Work accounting and student registration
22. Compile up-to-date record of absences
23. Compose correspondence without instructions from supervisor
24. Data entry of student information into computer for report
25. Dispense information to the public over the counter or on the telephone
26. File correspondence and confidential student material
27. Greet and help students, staff and visitors coming into the office
28. Interpret for Expulsion Hearings
29. Keep records and maintain files
30. Make referrals to additional services required by the student or other family members
31. Makes contacts with other sites
32. Maintain and keep accurate records and protect confidential information
33. Other appropriate duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job