

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Bilingual Community Outreach Assistant (BCOA)

SITE: Fairsite School Readiness Center and elementary/middle school

DESCRIPTION OF BASIC RESPONSIBILITIES:

“Bilingual Community Outreach Assistants” (BCOAs) under the direction of site administrators and the Community Outreach Coordinator serve as an important communication link between our non-English speaking community and the GJUESD and its schools. They serve as a resource to school staff and administrators to increase parent engagement and participation in their children’s education and strengthen home-school-community connections.

SUPERVISOR: Community Outreach Coordinator or Designee

TYPICAL DUTIES:

1. Interprets verbal communication between school staff and families at meetings (including conferences, SSTs, IEPs, workshops, events) and over the telephone and translates written documents pertaining to home-school communication.
2. Contacts parents regularly by phone, in person, or in their home to ensure the communication between home and school is strongly established.
3. Works with parents to insure a smooth transition between home and pre-kindergarten-elementary/middle schools.
4. Assists school social workers and counselors to reduce chronic student absenteeism.
5. Assists school personnel and the District Extended Learning Supervisor in preparation and interpretation of parent education workshops.
6. Connects students and families with extended learning programs such as ASES, the BFLCs and Chromebook/Wi-Fi use.
7. Participates in various meetings for the purpose of receiving and sharing information and gaining new skills and knowledge.
8. Participates in the planning and implementation of school activities where non-English speaking parents will be present.
9. Makes home visits to conduct in-home assistance, interviews and/or interpret when necessary, and accompanied by another staff member or School Resource Officer.
10. Assists in school readiness and educational advocacy activities in the local community.
11. Assists pupils and parents in adjusting to the school and community by providing a variety of information on programs, services and assisting with enrollment, as needed.
12. May support tutoring, homework assistance for students and technology training for parents in the BFLCs.
13. Assists staff in recruiting parent volunteers for school functions.
14. Performs record keeping and basic clerical functions.
15. Assists in child screenings and makes referrals to community providers for follow up assessment as needed.

16. Attends school English Learner Advisory Committee (ELAC) meetings and Pre0K PAC meetings (as needed).
17. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

1. School and District services such as pre-kindergarten, after-school activities, interventions and special programs;
2. The District's Strategic Plan (LCAP) and district-wide vision;
3. Local community, including its agencies and resources;
4. Basic office functions, and operate standard office equipment; understand and carry out oral and written instructions with a minimum of supervision;
5. Goals and concepts of education

Ability to:

1. Read, write, and speak fluently a second language (Spanish);
2. Interpersonal skills and cooperative working relationships to relate to parents, students, staff, and general public;
3. Demonstrate an understanding, patient, warm, and receptive attitude toward others;
4. Understand other cultures and work effectively with bilingual individuals;
5. Communication skills in English; ability to write effectively in English using correct grammar, punctuation and spelling;
6. Maintain confidentiality of student records;
7. Meet schedules and deadlines

Requires:

1. Three or more years of experience in a school setting
2. High school diploma or equivalent; A.A. or B.A. desired
3. Pass the District's Instructional Assistant exam
4. Pass the District's Spanish translation test
5. Valid California Driver's License
6. Driving to other school sites, as needed (with mileage reimbursement)

MEDICAL CATEGORY I:

Light Physical Effort normally present in a work environment with light physical qualifications and requirements. The ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.

Board Approved: June 26, 2019