

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Bilingual Community Outreach Assistant (BCOA)- SPECIAL PROGRAMS

SITE: Fairsite Elementary

DESCRIPTION OF BASIC RESPONSIBILITIES:

Bilingual Community Outreach Assistant- Special Programs (BCOAs) under the direction of the Community Outreach Coordinator serves as an important communication & resource link between our migrant families, migrant education and the GJUESD. The BCOA-SP serves as a resource to families and the District to increase 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 in preparation and interpretation of parent education workshops.
6. Connects students and families with programs such as Expanded Learning, summer school, afterschool academies, 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. Assists staff in recruiting parent volunteers for school functions.
13. Assists in child screenings and makes referrals to community providers for follow up assessment as needed.
14. Attends school English Learner Advisory Committee (ELAC) meetings - as needed.
15. Supports parent at local and regional trainings.
16. Facilitates and provides presentations at parent advisory and other Migrant Ed. Meetings.

17. Provides supplemental instruction/support for PK-8th in a variety of settings.
18. Maintains educational files for students as needed.
19. Completes various forms (includes: Individualized Learning Plans- ILPs) and reports
20. Regularly travels within the assigned area in order to fulfill job duties and may occasionally travel to other areas to assist.
21. Monitors Migrant Education services' attendance on various platforms.
22. Assists in the recruitment of Migrant Education and District services for families and students.
23. Performs other duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

1. School and District services such as Migrant Education, after-school activities, interventions and other special programs;
2. Local community, including its agencies and resources;
3. Basic office functions, and operate standard office equipment; understand and carry out oral and written instructions with a minimum of supervision;
4. 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)

