

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Community Outreach Coordinator- Bilingual

SITE: Fairsite School Readiness Center

DESCRIPTION OF BASIC RESPONSIBILITIES:

The job of “*Community Outreach Coordinator– Bilingual*” is to increase parent engagement and participation in their children’s education, and strengthen home-school-community connections. The Community Outreach Coordinator will provide coordination and supervision to the Bilingual Community Outreach Assistants (BCOA’s); work with the Extended Learning Supervisor to expand enrichment and parenting workshops; work with the ECE Program Coordinator to increase and improve pre-kindergarten services for English Learners at Fairsite School Readiness Center; assist administrators and school staff.

SUPERVISOR: Director of Educational Services or Designee

TYPICAL DUTIES:

1. Interprets verbal communication between staff and Spanish speaking parents at meetings, (conferences, SSTs, IEPs, workshops, etc.) 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 insure the communication between home and school is strongly established.
3. Works with BCOA’s and parents to insure a smooth transition between pre-kindergarten-elementary-middle schools; recruits and connects families to school programs and services.
4. Works with the school social workers and counselors to support effective family communication
5. Collaborates regularly with the District Extended Learning Supervisor to expand services for families
6. Coordinates the preparation and interprets for parent education workshops.
7. Participates in District professional development opportunities such as strengths and youth development, positive classroom discipline, mathematics and ELA/ELD Content Standards
8. Plans, organizes and implements pre-kindergarten 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. Organizes 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 services and assisting with enrollment, if needed.
12. Recruits parent volunteers for school functions.
13. Performs record keeping and basic clerical functions as needed.
14. Assists with making referrals to community providers for follow-up assessment as needed.
15. Coordinates services in the Fairsite School Readiness Center.
16. Holds monthly BCOA staff meetings.
17. Attends the Preschool Parent Advisory Committee (PAC) meetings, District English Learner Advisory Committee (DELAC).

18. 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;
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. At least 3 years' experience as a Community Outreach Assistant or equivalent.
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. T.B. Test Clearance
6. Criminal Justice Fingerprint Clearance

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: 5/22/2019