

CLASS TITLE: COMMUNITY ASSISTANT

BASIC FUNCTION:

Under the direction of an administrator, serve as a community link between the District, departments, students, parents and community; perform clerical duties including answering the phone and assisting students, parents, families and the public; provide translation and interpretation services for both oral and written communication between English and a designated second language.

ESSENTIAL DUTIES:

- Performs a variety of services as a communication link between community, students and staff.
- Assists community members in understanding program goals and objectives and enlists their support and involvement in the educational process.
- Provide translation and interpretation services for both oral and written communication between English and a designated second language.
- Perform follow-up functions and activities in resolving student attendance, welfare, and other child-related problems.
- Provide information and materials to students, parents and families to assist them in utilizing community services.
- Assists in creating a greater understanding of educational procedures, issues, and concerns.
- May participate in confidential and sensitive conferences with school community members.
- Participates in home visitations to ensure appropriate communication, and to assist parents and other educational community members in their awareness of youth and community services.
- May assist in the planning, organization, and coordination functions and activities related to parent volunteer service programs.
- May participate in the conduct of language proficiency surveys.
- Performs clerical functions in maintaining records of materials and information, compiling student results, and compiling lists of students, parents, and schools.

OTHER DUTIES:

Other related duties as assigned.

KNOWLEDGE/ABILITIES:

Procedures, methods, techniques, and strategies utilized in the development of school and community liaison processes.

Procedures, methods, techniques, and strategies utilized in dealing with sensitive school and community problems, issues and concerns.

Perform liaison duties between the District, students, parents, families, community and outside organizations.

District organization, operations, regulations, policies and objectives related to position.

Managed health care programs and benefit requirements including Medic-Cal, Healthy Kids and other health related programs.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Preparation and planning techniques for community events and activities.

Perform a wide variety of clerical functions in support of school office activities.
Serve as a liaison between personnel, families, community resources and the public to assure smooth and efficient communications related to District programs, activities, procedures and regulations.
Work independently with little direction.
Accurate record-keeping and report preparation techniques.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a variety of office equipment, a computer and software.
Health and safety regulations.
Basic first aid procedures.
Communicate effectively both orally and in writing in English and a designated second language.
Learn, apply and explain policies, procedures, rules and regulations.
Type and input data.
Refer families to appropriate local agencies or school services.
Understand and resolve issues, complaints or problems.
Establish and maintain cooperative and effective working relationships with others.
Assist in health office and perform routine first aid.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and one (1) year experience performing varied clerical work and working with the public.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's license. TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos. Incumbents must be able to take and pass the proficiency test in English and a designated second language.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Sit, stand or walk for extended periods of time.
Hear and speak to exchange information in person or on the telephone.
See to read a variety of materials.
Lift, carry, push and pull up to 30lbs.
Bend at the waist, kneel or crouch.
Reach overhead and above shoulders.