

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: June 15, 2016

Salary Schedule: 20 Row: 32

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: COMMUNITY ENGAGEMENT SPECIALIST

JOB PURPOSE STATEMENT: Under the general supervision of the Assistant Superintendent of Education Services, to develop and maintain positive working relationships with schools, parents, community groups, and social service agencies. Engages in a collaborative process of parent-community-school partnership building that will focus on student achievement. Encourages, coordinates, and leads all parent engagement activities required by federal and state regulations and aligned to the Local Control and Accountability Plan (LCAP).

JOB FUNCTIONS:

- Coordinates district wide parent education and engagement programs including but not limited to those connected with general education, the English Learner program, special education, and other parent programs, in collaboration with school site programs.
- Conducts district wide training and orientation for parents and staff through workshops and individual consultation.
- Cooperates with site administration on the implementation of district-wide parent engagement programs and goals.
- Provides work direction and guidance to those employees that provide parental involvement and community engagement activities.
- Identifies and collaborates with community leaders, organizations and agencies
- Under the direction of the Coordinator over English Learners support the training of district and school staff in parent engagement in site activities.
- Participates in community events that enhance the school/community connection
- Refers families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.)
- Promotes positive working relationships with family and public service associations
- Visits school sites to promote and validate parent engagement

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JOB FUNCTIONS CONTINUED:

- Understands the role at school sites and provides guidance and resources to ensure parent engagement and partnership-building in support of the District's educational focus
- Collaborates and coordinates with local community college and/or other post-secondary organizations offering opportunities for Adult Education.
- Prepares written materials (e.g. notes, memos, letters, newsletters, handouts, flyers, contact records, etc.) for distribution to staff and families on behalf of the District
- Uses Spanish and English clearly and distinctly to communicate to stakeholders
- Maintains manual and electronic documents, files, and records of activities, volunteers, etc
- Engages regularly in public speaking, including group and community presentations or activities
- Support the implementation of LCAP goals.
- Sets priorities, meets deadlines, evaluates outcomes and adjusts activities to get results.
- Compiles district wide student/family information for a variety of uses (e.g. state reporting, outside agency use, etc.)
- Navigates and utilizes current technology and engages in consistent, transparent, innovative and two-way communication through, but not limited to, social media and websites
- Establishes and maintains cooperative relationships with management, other employees and persons contacted through the course of work
- Attends county parent workshops, conferences, meetings and in house District trainings as required
- Performs related duties as assigned

Ability to:

- Independently perform all duties of the position efficiently and effectively
- Coordinate, advise, and plan, parent education programs
- Plan, organize, and prioritize work in order to meet schedules and timelines.
- Conduct orientation and trainings to small and large groups
- Coordinate and organize multiple projects
- Act as a resource to a variety of District and site staff, parents, students and community agencies

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PHYSICAL ABILITIES:

- Able to hear normal range verbal conversation (approximately 60 decibels)
- Visual ability to read handwritten/typed documents and the display screen of various office equipment and machines
- Able to demonstrate manual dexterity necessary to operate a computer and other equipment in a safe and efficient manner
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to sit, stand, stoop, kneel, squat, bend, lift (10 pounds), carry (10 pounds), push/pull (10 pounds), climb, and walk

JOB QUALIFICATIONS:

Education:

- High School Diploma or equivalent
- Associated Degree required
- Bachelor's Degree preferred

JOB QUALIFICATIONS - continued:

Experience:

- A minimum of four (4) years of experience working with students, parents, schools, and a diverse community in a K-12 setting;
- Uses Spanish and English clearly and distinctly to communicate to stakeholders

Licenses, Certifications, Bondings, and/or Testing:

- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

Membership in CSEA or payment of an equal service fee is a condition of employment.