

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PRESCHOOL/COMMUNITY ASSISTANT (Range 16)**

#### **BASIC FUNCTION:**

Under the direction of the Early Childhood Department, assist with administering the Social Services and Parent Involvement, Health, Nutrition and Mental Health support services as outlined in the Program Performance Standards; Coordinate and supply relevant information and materials to Head Start parents and staff. Prepare and maintain a variety of records, files and reports.

#### **REPRESENTATIVE DUTIES:**

Coordinate with private and public service agencies to establish and maintain an outreach process to systematically assure enrollment of eligible children; assist in the recruitment of children for the Head Start Program such as door-to-door enrollment and posting flyers in the area. *E*

Perform a variety of responsible clerical duties to assist program managers, nurses, students and parents; assist with the smooth and efficient processing and flow of information and materials for assigned sites and maintaining student records. *E*

Provide oral and written translation on an individual basis as well as group settings. Reports are submitted to Director in a timely manner. *E*

Greet the public and answer phones, provide information and directions, take messages, or transfer to appropriate individual as needed; provide information to nurses, teachers, parents and others regarding program; explain established policies and procedures and assist in orienting parents about the program.

Attend District and County meetings as assigned; attend workshops, conferences and meetings as requested by staff or parents; provide presentations at parent meetings. *E*

Provide information related to assigned program office; schedule appointments for nutritionists/parents; prepare a variety of correspondence, lists, records, and reports as assigned; operate computers and various software applications to prepare program reports. *E*

Operate a variety of office equipment, including personal computers and computer terminals, printer, typewriter; fax machine, copier and scanning machine.

Provide family members with available community resources and encourage them in the use of these services. Act as a liaison between the families and various agencies. *E*

Accompany staff to conduct home visits in determining families' immediate needs. *E*

Provide Social Services and Health support to families with identified medical, health and dental needs. Work closely with school nurse and other staff; graph height, assist with health screenings in all areas of health and prepare and maintain related records and files. Identify and assist uninsured high-risk families in receiving adequate medical and dental care. *E*

Evaluate, maintain and update a variety of health-related records and files including student health and immunization records, emergency medical records, accident reports and other reports. *E*

Communicate with students, parents and health care providers regarding immunizations, vision, hearing and dental screenings, allergies and other health-related issues. *E*

Maintain an inventory of medical accessories; order or updated as needed.

Make preparations and arrangements for health testing and screening programs; record student test results; maintain confidentiality as required. *E*

Perform a variety of clerical duties; type reports, correspondence, forms, notices and referrals; maintain files and duplicate materials as needed. *E*

Monitor students suspected of child abuse; report related information according to district and state procedures and policies.

Assist students with asthma, diabetes, seizures and other related medical problems.

Assist school psychologists and counselors as requested.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

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Program performance standards and I-99.

Community and government agencies and programs offered.

Head Start and State preschool policies and procedures.

Community interests, concerns, and attitudes relative to educational programs of the District.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary

Record-keeping techniques.

Basic first aid techniques.

**ABILITY TO:**

Assist with administering the Social Services, Parent Involvement, Health, Nutrition and Mental Health support services as outlined in the Program Performance Standards

Operate a computer and various office equipment.

Establish and maintain files, records, reports and referrals.

Meet schedules and time lines.

Maintain records and prepare reports.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Read, explain and follow rules, regulations, policies and procedures.

Perform clerical duties such as filing, duplications, typing and maintaining records.

Complete work with many interruptions.

Work cooperatively with others.

Administer basic first aid.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience in community services or a preschool environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid First Aid and CPR certificates.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor environment (office and various school site classrooms).

Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a keyboard.