

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT COMMUNITY ASSISTANT – TITLE I (Range 13)

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist with parent education support services; coordinate and supply relevant information and materials to parents and staff at Title I schools, provide information regarding school or District programs, procedures, activities, rules and regulations; provide translations or interpretation when requested.

REPRESENTATIVE DUTIES:

Serve as a liaison between the Title I school and school community to assist in fostering a climate of understanding and cooperation; provide routine information as appropriate. *E*

Travel to various locations to discuss and interpret categorical programs of the school and District. *E*

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

Translate and interpret materials and school and District policies, programs, and activities for parents, school personnel, students and others as requested. *E*

Assist in working with community groups and parents to clarify school programs and policies and to involve community parent groups in developing ways to solve school community problems; participate in school activities. *E*

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

Provide classes to educate parents regarding responsibilities in assisting children with obtaining success in school; prepare related records. *E*

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

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*

District Community Assistant-Title I

E = Essential Duty

Salary Range increased (7/1/16) based on Comparability Study – Board Approved 5/31/16

Coordinate with private and public service agencies to establish and maintain an outreach process to assure access to resources.

Greet the public and answer phones, provide information and directions, take messages, or transfer to appropriate individuals as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Correct English and another identified secondary language usage, vocabulary, grammar, spelling and punctuation.

Oral and written communication skills.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

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

Modern office practices, procedures and presentation equipment.

ABILITY TO:

Understand and communicate with children and adults of different racial and cultural backgrounds.

Understand and carry out written and oral instructions.

Establish and maintain effective and cooperative working relationships with others.

Meet schedules and time lines.

Speak and interpret English and a designated second language.

Operate a variety of office and presentation equipment, including personal computer and various software applications, LCD projector, printer, fax machine, copier and scanner to prepare presentations and maintain files.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and six months experience involving community activities.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

Incumbents are required to speak, read and write fluently in a second designated language

PHYSICAL ABILITIES

Hearing and speaking to exchange information in person or on the telephone.

Sitting or standing for extended periods of time.

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