

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: RESOURCE ASSISTANT (Range 10)

BASIC FUNCTION:

Under direction of an assigned supervisor, serve as a liaison between the parents, students and the community in fostering a climate of understanding and cooperation; encourage parents to participate in the educational process.

REPRESENTATIVE DUTIES:

Serve as a liaison between the parents, students and the community in fostering a climate of understanding and cooperation; make phone calls, visit homes and participate in community meetings. *E*

Assist in providing interpretation to parents regarding educational programs policies of assigned school; inform school staff members of the concerns and needs of the students and community. *E*

Encourage parents to participate in the educational process; assist in recruitment of community and parent volunteers; discuss parental responsibilities as appropriate. *E*

Communicate with various District departments and outside agencies to coordinate activities, resolve concerns or exchange information. *E*

Maintain appropriate records and reports related to assigned activities. *E*

Participate in school-related activities and assist in implementing school/community activities. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Contributions and current problems of ethnic minorities.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Telephone techniques and etiquette.

ABILITY TO:

Serve as a liaison between the parents, students and the community in fostering a climate of understanding and cooperation.

Promote innovative interracial activities.

Communicate effectively both orally and in writing.

Learn department and program objectives and goals.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience working with children.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and use of personal vehicle.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to participate in activities and read materials.

Sitting or standing for extended periods of time.

HAZARDS:

Home visits to potentially unsafe neighborhoods.