

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/20	<b>COMMUNITY RESOURCE SPECIALIST</b>	2.6.15
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### **PURPOSE**

To improve student achievement by performing duties involved in planning, developing, implementing, coordinating, monitoring and evaluating extra curricular and supplemental activities for bilingual/bicultural or other students and families who may need assistance in raising student academic performance, completing high school and applying to higher education institutions.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor. Methods of performing tasks may be left to the judgment of the employee with a supervisor giving instructions, advice, and reviewing work in progress and/or upon completion.

Exercises functional and technical supervision over assigned clerical personnel and volunteer staff.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Operating a resource center for bilingual/bicultural or other students who need supplemental education and social services to complete high school or raise their academic performance.

Developing, implementing, and evaluating educational activities and programs for students and families; developing and monitoring program budgets.

Assisting school staff in the development, implementation, and evaluation of educational activities and programs, including family literacy programs offered at the school for parents and other community members.

Assisting families and students with assessment, coordination and planning of supplemental educational and social services needed; performing home visits as needed.

Serving as a liaison between parents and community members and other agencies and organizations.

Recruiting volunteers and coordinating community education and social services staff to provide one-to-one and group classes, programs and presentations for participants.

Scheduling, coordinating and supervising implementation of all program activities at resource center.

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Communicating with bilingual/bicultural or other families and students to develop their awareness, understanding, and appreciation for their role as self advocates.

Promoting projects and programs to the community; developing and distributing program information; responding to questions regarding programs and the District.

Developing and delivering community presentations and training as necessary.

May serve as interpreter for parents or students at agencies providing needed services and assisting students' parents in establishing eligibility for services.

May providing translation to parents during conferences, meetings, parents nights, counseling, doctor's or dentist's appointments.

Communicating with other schools in order to promote and encourage them to develop programs at their own sites.

Encouraging parents of bilingual/bicultural or other students to upgrade their skills and knowledge of the educational process. Attending in-services and workshops as necessary.

Assisting with grant writing and fundraising as necessary.

Preparing correspondence, reports and required documentation in cooperation with clerical assistant.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of organization and coordination of school and community programs, activities and facilities

Principles and practices of planning, needs assessment, management, problem solving, employee hiring and supervision, group process, and evaluation

Educational programs and community resources

Cultural differences

Language or other proficiency testing

#### **Ability to:**

Plan, monitor, assess and evaluate education programs and services, and adapt service models to meet individual student needs

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Gain the confidence of and work with parents, students, and community agencies

Communicate effectively both in English and possibly a second language. Must be able to speak, read and write English and possibly a second language fluently for spoken and written translation

Recruit, encourage, and promote citizen participation

Analyze problems and implement developed plans and procedures

Develop and monitor program budgets

Maintain accurate records for program, personnel, and budget

Maintain a flexible work schedule which may necessitate overtime based on work demand

Attend evening meetings/presentations as necessary

Operate a computer and related peripheral equipment and software including MS Word, Excel, Publisher.

Design, compose and publish a newsletter with information about extra curricular activities and community resources

Maintain highest level of confidentiality in all matters relating to students and families

Establish and maintain effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Three years of progressively responsible cross-cultural or other community education experience.

**Training:**

Equivalent to a Bachelor's degree with training or course work in community development, community education, community service, education or a related field; or three additional years of relevant work experience.

**Work Environment:**

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Climate controlled office settings and occasional home, school and community agency visits.  
Exposure to minimal noise intensity levels.

High level of contact with staff and outside agencies/community.

**Physical Requirements:**

Frequent talking, hearing and sitting for extended periods. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary-Light – Exert force to 15 pounds occasionally and/or negligible force to lift, carry, push, pull, or otherwise move objects.

Salem-Keizer School District is an equal opportunity employer.