

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	COMMUNITY SCHOOL OUTREACH COORDINATOR	2.8.7
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by assisting in the creation of community involvement in Salem-Keizer schools by assessing school, parent and other community needs and coordinating parent involvement, family support activities and community outreach programs at assigned schools in response to those needs and by assisting in the coordination of the planning, implementation, monitoring, communicating and evaluation of activities and services for parents and other community members at school facilities and in the community.

CLASS CHARACTERISTICS

Positions in this class organize the parent involvement, family support services and family literacy activities at a single school site. This class is distinguished from the Community Education Coordinator in that the latter is responsible for an increased volume and breadth of work as the result of working with a greater number of feeder schools in a geographical area of operations and/or projects of District-wide application.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to and receives evaluation from the building principal in coordination with the Coordinator of Title I programs. Performs building tasks under the direction of the building principal. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

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

NOTE: Actual job duties may vary based on school/department and/or function.

Working with school staff in developing, implementing and evaluating parent and community involvement and community outreach activities.

Advocating for parents and promoting interest in schooling and enhancing sense of community and commitment.

Coordinating parent and community involvement activities and services with other agencies and organizations.

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

Salem-Keizer Public Schools
Community School Outreach Coordinator (continued)

Serving as a resource to parents and community members regarding community agencies, events and activities.

Identifying students with credit deficiencies and making referrals to alternative programs.

Providing transportation to students and families to community resources for the receipt of social services.

Assessing needs of parents and community members.

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.

Encouraging parents of bilingual/bicultural students to upgrade their skills and knowledge of the educational process.

Assisting in the recruitment and training of school volunteers.

Helping school staff to develop and coordinate extended day, before and after school and intersession programs.

Promoting school projects and programs to the community.

Facilitating community involvement in school programs and activities.

Assisting in coordinating community use of school facility.

Assisting with recruitment, training, and monitoring of community members volunteering in student mentor program.

Assisting school and district staff with home visits.

May serve as interpreter during parent-teacher conferences, special education meetings, disciplinary referrals, and other school-based meetings as needed.

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

Salem-Keizer Public Schools
Community School Outreach Coordinator (continued)

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

Educational programs and community resources

Principles and methods of school and community organization

Ability to:

Assist with planning, supervision, assessment and evaluation of community education and parent involvement programs and services, and implementation of changes in methods and techniques

Recruit, encourage and promote community and parent participation

Recruit, train, supervise and evaluate volunteers

Analyze problems and implement developed plan and procedures

Develop and monitor program budgets

Assess and evaluate community and school needs and resources, and develop and implement programs to meet these needs

Maintain accurate records for programs and budget

Operate a computer and related peripheral equipment and software

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:

Two years of progressively responsible experience in assessing parent involvement and/or community education needs and in parent involvement and/or community education program development, or closely related field.

Training:

Equivalent to an Associate Degree from an accredited college or university with major course work in family support, community development, parent outreach, early childhood, or related field.

Salem-Keizer Public Schools
Community School Outreach Coordinator (continued)

Special Requirements:

Possession of, or ability to obtain, a valid Oregon driver's license.

Work Environment:

Climate controlled office settings and occasional home and/or school 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 frequently and 20 pounds occasionally and/or negligible force to lift, carry, push, pull, or otherwise move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Community School Outreach Coordinator

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____