

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: OUTREACH SPECIALIST - BILINGUAL

BASIC FUNCTION:

Under the direction of the Principal or designee, collaborate with teachers, staff and parents/guardians in resolving attendance, behavior and academic issues; monitor and identify students at risk of failing or dropping out; provide direction and develop and coordinate support services to enhance attendance and academic performance of identified students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Identify and monitor students at risk of failing or dropping out; develop and implement plans and goals for students; promote goal setting, regular attendance and academic achievement to students; maintain contact with parents/guardians to ensure awareness of student attendance, behavioral and academic issues and goals; monitor attendance and truancy of students.

Confer with families regarding student issues and progress; respond to program referrals and make home visits as necessary; refer families to community agencies and District services as appropriate; follow-up with students and families to monitor and assess student progress.

Coordinate flow of communications between personnel, families and community resources to promote involvement, student attendance and student services; notify appropriate staff of at-risk students and maintain contact to enhance student progress and exchange related information.

Initiate and receive phone calls and e-mails; respond to inquiries and provide information concerning student attendance, academics, behavior and related activities.

Compile information and prepare and maintain a variety of records and reports related to student attendance and progress; prepare and maintain materials for the School Attendance Review Board (SARB); process a variety of forms and applications; prepare a variety of routine correspondence.

Assist with the supervision of students before/after school, during nutrition and lunch.

Conduct new student orientations to incoming students and identify needs.

Plan and organize events and field trips.

Translate a variety of documents and provide interpretation during meetings and hearings.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; operate audio-visual equipment during presentations.

Drive a vehicle to conduct work.

Communicate with outside organizations and District departments to exchange information, coordinate activities and resolve issues or concerns.

Attend and participate in a variety of meetings, conferences, workshops and committees; set up informational meetings with parents/guardians.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Individual and group behavior and effects of social/economic impact on students and families.
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of local students.
Policies and objectives of assigned program and activities.
Community and organizational resources, services and programs serving at-risk students.
Organizational operations, policies and objectives.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Proper English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Operation of a computer and assigned software.
Problems and concerns of students with special needs.
Record-keeping and report writing techniques.
Public relations techniques.

ABILITY TO:

Collaborate with teachers, staff and parents/guardians in resolving attendance, behavior and academic issues.
Identify and monitor students at risk of failing or dropping out.
Provide direction, develop and coordinate support services to enhance attendance and academic performance of identified students.
Coordinate flow of communications between personnel, families and community resources to promote involvement, student attendance and student services.
Develop and implement plans and goals for students.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Apply and explain rules, regulations, policies and procedures.
Refer families to community agencies and District services as appropriate.
Understand and relate to students with special needs.
Meet schedules and time lines.
Work independently with little direction.
Operate a computer and assigned software.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically this would be gained through: bachelor's degree with course work in liberal arts, sociology, psychology or related field and two years of experience in social services or working with at risk students.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Incumbents in this classification are required to read and speak in a designated second language.

May be required to write in a second designated language.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

The ability to see to read a variety of materials.

FINAL 3.21.14