

ORANGE UNIFIED SCHOOL DISTRICT

SCHOOL/COMMUNITY ASSISTANT

DEFINITION

Under general supervision, assists parents of students in understanding school procedures, programs and goals; follows-up on administrator or teacher requests by making home visitations, discusses problems, and maintains telephone contacts; maintains basic office and anecdotal records; assists with parent advisory committee work; and performs related duties and responsibilities as required or assigned.

Representative Duties

Meets with parents of program students, discusses student requirements, instructional programs, and school/district procedures; involves families and parents in committees and school activities, and generally encourages their understanding and support of school and student programs; makes home contacts on student referrals; recommends tutoring needs of students.

Performs oral translations in a second language; makes written translations for school newsletters, instructions and memos for home distribution; participates in teacher-parent conferences, committee and parent advisory committee meetings; assists in setting up parent advisory committees, and their programs and agendas; communicates special problems to principal and recommends referrals to local community agencies; records data and information on project or district forms; attends weekend and evening meetings related to duties and responsibilities; attends and participates in pre-service and in-service training; assists in identifying and utilizing community resources; submits to supervisor periodic records for work performed; assists in carrying out the guidelines and objectives of district programs.

Organizational Responsibilities

Positions in this class report to school principals, and perform their duties and responsibilities. The general responsibility of this class is to promote improved parent understanding of school programs and procedures. Close cooperation is maintained with teachers to effectively integrate school and community needs.

ENTRANCE QUALIFICATIONS GUIDE

Training and Experience – Equivalent to:

One year of responsible experience in community relations, social service, inter-group or inter-cultural activities or similar program work, preferably with knowledge of the Mexican-American culture.

Equivalencies: Examples of some equivalents are experience as an instructional assistant with this district, or extensive college level training in areas such as human relations, ethnic studies and community resources.

Knowledge and Abilities

Good practical knowledge of: principles of psychology, human behavior and family relationships; ethnic, inter-racial and inter-cultural relationships; oral and written communications techniques; school, district and educational objectives; child, teenage and

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adolescent problems, interests and conflicts; community resources related to individual student and family needs; provisions of the California Education Code related to compulsory education, safe working methods and procedures.

Familiarity with:

Report writing; preparation and checking of forms.

Ability to:

Learn and apply policies and procedures; maintain effective personal relationships with students, parents, families, teachers, staff and administrators; assesses and interpret student problems to teachers, and school problems to parents and students; maintain positive, objective and constructive attitudes; display leadership in integrating student/family relationships in relation to school programs and procedures; communicate effectively with individuals and groups; explain, confer, mediate, or train as appropriate in situation presented; accept policy guidance, direction and training; follow methods and procedural guidelines; maintain accurate records; prepare general reports.

Skills

Typing: Desirable, but not required.

Bilingual/Bicultural: Some positions may require proficiency in a second language, both oral and/or written, as measured by appropriate tests.

Licenses

A valid California Motor Vehicle Operator's License.