

## COMMUNITY SCHOOL SITE LEAD

### DEFINITION

Under general supervision of location administrator, performs a variety of organizational, parent/student support and community outreach duties including those responsibilities of a confidential nature dealing with family matters, and confidential student information and files. Duties performed are designed to enhance the parent education and student engagement opportunities at each site, creating a community school environment.

### DISTINGUISHING CHARACTERISTICS

The position classification performs duties related to programmatic development, implementation and evaluation, reflective of state guidelines pertaining to improved and increased services to all students, principally serving English Learners, Low Income and Foster Youth students and families. The position requires knowledge of the cultural and linguistic differences among students, as well as the importance of parent and/or community involvement in the assigned program. This position also requires knowledge of interpersonal skills using tact, patience and courtesy; basic computer operation in word processing; record-keeping and report writing techniques

### ESSENTIAL DUTIES

- Builds a school site-based shared decision-making council as a threshold mechanism for implementing the California community schools model with the purpose of engaging interested stakeholders including students, staff, families and community members in determining the focus and direction of community school efforts (the council can be part of existing SSC and/or ELAC).
- Works with administration to help expand restorative practices, multi-tiered systems of support, mental health services for students and families, and state-wide literacy initiatives which are all integrated under the community schools movement.
- Maintains a high degree of confidentiality regarding all aspects of the school site operation.
- Reaches out to state, local and community organizations to bring in services and programs for the students of the community school.
- Serves as a major program information resource person, acting as liaison between schools, department, district office, and other locations. Dispenses pertinent information and direction to students, parents, staff, and visitors.
- Composes independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the school, district, or assigned area.
- Exercises diplomacy in answering questions and resolves situations involving students, parents, volunteers, public, site staff and district personnel through knowledge of school policies and general district rules and regulations.
- Design curriculum and procure materials and supplies for the program (especially in the area of parental education).
- Understanding of staying within a budget and working with a team to develop programs.
- Prepares written communications and promotional materials regarding the program.
- Consults with and provide support to principals and elementary counselors on sites where assigned programs exist.
- Serves as liaison and spokesperson to the community and agencies regarding the program.
- Interpret at school site as needed.
- Collect and compile data required for the preparation of reports.

**ORANGE UNIFIED SCHOOL DISTRICT  
COMMUNITY SCHOOL SITE LEAD**

- Perform other duties as assigned.

**QUALIFICATIONS**

Knowledge of:

- Correct English usage, spelling, grammar, punctuation, and fundamental mathematical calculation
- Parent and student engagement strategies and programs
- Current office methods, procedures, and equipment, including receptionist and telephone techniques.
- District policies, rules and regulations applicable to the school site
- Numerical, alphabetical and subject matter filing systems
- First aid, CPR, and emergency preparedness
- Safe working methods and procedures

Ability to:

- Perform a variety of secretarial or clerical work involving use of independent judgment, accuracy, speed, and confidentiality
- Relate well to a variety of individuals, including students, parents, staff, volunteers and the community
- Proficiently operate and maintain office equipment
- Communicate effectively with individuals and groups
- Perform secretarial/clerical work without continuous supervision and coordinate the work of others
- Display leadership in integrating student/family relationships in relation to school programs and procedures
- Maintain a professional demeanor at all times
- Understand and carry out oral and written instructions
- Maintain cooperative and positive working relationships with those in the course of work, maintaining confidentiality of specified information
- Keyboard a net corrected speed of 50 words per minute, take dictation and transcribe it accurately, or use dictation equipment with proficiency
- Set up and maintain filing systems

**EXPERIENCE AND EDUCATION**

Experience

Three years of increasingly responsible experience in secretarial or clerical work, community relations, student support, or similar work which has included the exercise of independent judgment, preferably including experience in a public school system, or any combination of training and experience that could likely provide the desired knowledge and abilities.

Education

Equivalent to the completion of the 12th grade supplemented by additional training in community relations, office organization, or secretarial/clerical skills.

Skills

Some positions may require proficiency in a second language, both oral and/or written, as measured by

**ORANGE UNIFIED SCHOOL DISTRICT  
COMMUNITY SCHOOL SITE LEAD**

appropriate tests.

**OTHER REQUIREMENTS**

License

Possession of a valid California Motor Vehicle Operator's License.