

COMMUNITY OUTREACH WORKER

Definition:

Under the supervision of the Program Coordinator and Director, provides community outreach services, provides resources and assistance to site staff, provides information on Migrant Education Programs, Early Childhood Education, and Parenting programs.

Examples of Duties & Responsibilities:

Provides assistance to site staff in areas of school program attendance, registration and eligibilities; provides technical assistance/training in areas of early childhood education, Migrant Education and other District programs. Provides resources and makes presentations to parents and the community regarding District services. Works closely with parents, both with referral and eligibility. Translates (Spanish/English) correspondence, bulletins, minutes, notices, educational materials and form into written format using appropriate expressions, comprehensibility, grammar, syntax; provide oral translation as needed; provide translator/interpreter services as needed to District sites.

Minimum Qualifications:

Demonstrated Knowledge:

Knowledge of early childhood programs, child development, Migrant education, parenting, educational policies and community resources. (Spanish Required)

Demonstrated Abilities:

Ability to work independently and to organize; ability to communicate effectively, both orally and in writing. Ability to speak, read and write effectively in English and Spanish; produce written material in appropriate, grammatically correct Spanish; understand and carry out oral and written directions; paraphrase and condense without changing the meaning of original material; understand and participate in conversations in Spanish with a high degree of precision of vocabulary and fluency; establish and maintain cooperative working relationships with those contacted in the course of work; learn and interpret specific rules, laws and policies and apply them with good judgment in a variety of professional situations; perform difficult and responsible clerical work involving independent judgment and requiring accuracy and speed.

Education:

Associate of Art degree or two (2) years of college with a minimum of 60 semester units completed in Early Childhood Education or Spanish language translation, or related fields. Official transcripts must reflect an over 3.0 GPA.

Experience:

Two (2) years of experience working in Early Childhood Education, Migrant Education, public school setting or related work.

Flexible Work Schedule Required:

Must be able to work a flexible schedule that might change on a weekly basis. Attendance at night meetings required.

License:

Possession of a valid California Drivers License is required and must have an acceptable driving record.

All applicants are responsible for submitting official copies of college/university transcripts.

SALARY:

9/11 Pays 190 Days

Row 8 Classified Salary Schedule

\$1,856.45-\$2,466.40 plus Health & Welfare Benefits and Employer Paid PERS