



Job Title: Community Resource Coordinator

Department: Title III - Curriculum & Instruction
Reports To: Title III Administrator
Grade: BG-07
Number of Days: 12 Months
Security Access:
Current Date: June 4, 2015
Overtime Status: Exempt

Position Summary: The Community Resource Coordinator will work with district staff, community agencies and resources, and ELL/Immigrant and bilingual students and families in order to encourage high levels of student achievement and to promote increased parental involvement. This position is characterized by a strong desire to work with parents, students, community members, and school staff to build connections and facilitate high levels of ELL/Immigrant parent engagement.

Minimum Qualifications:

- Education:
 - Bachelor's Degree in Education, Counseling, or related field
- Experience:
 - Minimum of two years' experience working in community service or school setting.
 - Working in a cooperative environment, building relationships, self-managing time.
 - Possessing knowledge of District mission, vision, and goals.
 - Working collaboratively with school staff, community members, and parents to recognize and respond to student needs.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Serve as a liaison for the district, schools and ELL/Immigrant families.
- Attend ELL/Immigrant and bilingual district, school and community meetings.
- Assist with planning and implementation of Title III and community events that include ELL/Immigrant families.
- Publish a regular parent newsletter with information on various events and at-home activities to support student learning.
- Develop a calendar of activities of activities for ELL/Immigrant families.
- Document and keep records of all ELL/Immigrant family contact and involvement.

- Plan and facilitate ELL/Immigrant parent workshops; Consult regularly with contracted service providers of parent outreach to ensure alignment to district and Title III goals and fiscal constraints.
- Conduct and facilitate regular home visits to ELL/Immigrant families.
- Provide information to ELL/Immigrant families in order to improve home-school communication.
- Process and secure services for interpretation and translation requests from district and school staff.
- Act as ELL/Immigrant community resource person by collaborating with IHEs and community service agencies.
- Work closely with district and school administration to proactively address ELL/Immigrant student issues.
- Other duties and responsibilities as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Bilingual in English and Spanish.
- Demonstrated success in working with bilingual families and related service providers.
- Ability to follow detailed instructions and complete tasks efficiently.
- Possess knowledge of office equipment such as copiers, computers and fax machines.
- Possess good organizational skills.
- Ability to perform various tasks and work with parents, administrators, teachers, other staff and other members of the community.
- Ability to work under pressure and be flexible.
- Ability to be responsive to school personnel, parents, and other representatives of the community.
- Communicate effectively with parents, contracted service providers and the community.

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Standard

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