

# *Magnolia School District*

## SCHOOL COMMUNITY COORDINATOR

### **DEFINITION**

Under general supervision of the site administrator, serves as a liaison between school and the community and performs a variety of specialized and sophisticated communication responsibilities, exercising a degree of self-direction and independence with community and businesses; performs other related work as required.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Promotes positive communication and assists in fostering a climate of understanding and cooperation among home, school and community;
- Provides assistance to families of identified students;
- Participates in the identification of needy students or families;
- Assists parents with applications for services and transportation;
- Makes referrals to community agencies as appropriate;
- Presents school and district to community in a positive manner;
- Engages in parent interventions;
- Coordinates parent education programs, conducts meetings (i.e., ELAC meetings);
- Solicits ongoing support and coordinates fund raising from corporate and local businesses;
- Informs, advises or directs students and parents on solving attendance related problems;
- Refers families and students to community resources and school administrators when necessary;
- Makes home visits as required;
- May transport parents or students under special circumstances;
- Meets with students and parents regarding student attendance problems as part of the School Attendance Review Team (SART)/School Attendance Review Board (SARB);
- Recruits parents, community and others as volunteers for the school;
- Translates and interprets materials and school and district policies, programs and activities for parents, school personnel, students, and others as requested;
- Translates during parent conferences and other meetings;
- Operates a variety of District technology equipment;
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Goals and objectives of the educational programs;
- Correct English usage, spelling, grammar, and punctuation;
- Basic mathematics;
- Procedures, methods, techniques and strategies utilized in dealing with sensitive school and community problems, issues and concerns;
- Motivational and promotional techniques;
- Routine record management, storage, and retrieval systems and office practices and procedures;
- Operation of office and basic computer skills;
- Interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Maintain school records;
- Share and focus on district/school goals;
- Understand, carry out, and interpret oral and written instructions;
- Communicate effectively in oral, written and electronic form;
- Be resourceful and work in a self-directed manner;
- Work confidentially with discretion;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public;
- Operate a vehicle observing legal and defensive driving practices;
- Observe safe driving practices;
- Establish and maintain effective relationships with those contacted in the course of work;
- Maintain work pace appropriate to given workload;
- Accurately type at sufficient speed in order to perform functions of the job;
- Read, write, speak (fluently) English and a language other than English as identified by the District (Bilingual/Biliterate);
- Bend, kneel or crouch to assist students;
- Reach overhead, above the shoulders and horizontally;
- Read, interpret, apply and explain rules, regulations, policies and procedures.

**Education:**

- High school diploma or equivalent.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.

**Experience:**

- One year of related experience in a social services program or a related field is desirable.

**License Requirement:**

- Valid California Driver's License.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

**PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting some of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 28

Revised: 2/13/02; 10/13/08; 6/19/14; 02/2017

Approved: 04/2017

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*EQUAL OPPORTUNITY EMPLOYER*

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