

Magnolia School District

PRESCHOOL FAMILY SERVICES OUTREACH ASSISTANT/BILINGUAL

DEFINITION

Under the supervision of the School Readiness Coordinator and direction of the Family Services Specialist, recruit and enroll children into the District preschool program; serve as a liaison and provide information and services to low income families and children; prepare and maintain records, lists and reports; performs other related work as necessary or 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 classification.

- Enroll children into the District preschool program;
- Provide forms and assist parents with completion of registration information;
- Translate and interpret application forms for parents as needed;
- Recruit children into the District preschool program;
- Assist in the classroom placement of children; assure classes are full and maintain waiting lists;
- Serve as a liaison and provide information and services to low income families and children;
- Identify needs, determine eligibility and make referrals to outside agencies as appropriate;
- Make home visits as needed;
- Provide handouts, training and community resources as appropriate;
- Prepare and maintain records and reports related to assigned activities;
- Maintain current and accurate records of children enrolled in the program including immunizations, income, emergency and medical records and other information;
- Assure confidentiality of information;
- Prepare and tally family need assessment forms;
- Compile and prepare program reports as assigned;
- Completes oral and written translations and acts as translator for non-English speaking parents;
- Perform various clerical and secretarial duties;
- Attend staff, parent and other meetings as assigned;
- Attend workshops, training sessions and seminars as appropriate;
- Assist the School Readiness Nurse and other program staff as needed;
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Early childhood education programs and concepts;
- Eligibility requirements for assigned program;
- Diverse socioeconomic, cultural, disability, and ethnic backgrounds of District students;
- Community resources;
- Interpersonal skills using tact, patience, and courtesy;
- Oral and written communication skills;
- Correct English and Spanish usage, Spelling, Grammar, Vocabulary, Punctuation and Arithmetic concepts;
- English and second language of District need (ability to speak, read and write fluently in both languages);
- Record keeping techniques;

- Applicable laws, rules and regulations related to the assigned program;
- Correct oral and written usage of English and designated second language;
- Current District office technology and software.

Ability to:

- Recruit and enroll children into the District preschool program;
- Serve as a liaison and provide information and services to low income families and children;
- Prepare and maintain related records, lists and reports;
- Prepare and tally family need assessment forms;
- Read, speak and write fluently in English and a language other than English as identified by the District;
- Understand and translate in a language other than English;
- Establish and maintain effective, respectful and cooperative working relations with school staff, fellow employees, supervisors and the public;
- Communicate and present effectively both orally and in writing;
- Meet schedules and time lines;
- Maintain records and prepare clear, concise and complete reports;
- Use District office technology and software;
- Exchange information in person and on the telephone;
- Maintain confidentiality of sensitive information;
- Provide information regarding early childhood development of children;
- Understand and carry out written and oral instructions;
- Take on new responsibilities and adapt to changing situations.

Education

- High school diploma or equivalent, including or supplemented by courses in typing and office practice;
- Supplemental courses in computer usage and word processing would be desirable;
- Post-secondary Education – Preferred;
- Pass a rigorous District test related to the field applied;

Experience

- Three years of experience in clerical work, preferably in a school district;
- One year of experience working with children and families in an early childhood program desirable;
- A background of working with the public.

DESIRABLE QUALIFICATIONS

- Knowledge of District Policy;
- Knowledge of First Aid/CPR.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in an office, 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 an office and/or school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental 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 30 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: 30

Revised: 6/19/14; 7/5/16; 03/2018

Approved: 04/2017, 03/2018

EQUAL OPPORTUNITY EMPLOYER
