

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Student and Family Support Assistant

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

The Student and Family Support Assistant will provide and/or assist in providing support services for at-risk youth and families that will improve student academic performance and social-emotional and well-being.

**SUPERVISOR:** Family Resource Program Coordinator

## **ESSENTIAL FUNCTIONS:**

1. Assists Family Resource Program Coordinator to provide training and support to district staff, students, and families.
2. Provides and/or assists in providing support services for students and families.
3. Works directly with families, teachers, school psychologists, school counselors' social workers, and community agencies to holistically assess the students' and families' need for education, health, social services, higher education, and employment.
4. May provide student mentoring and case management with a focus on academic success and life skills development.
5. Identifies potential resources within the school district and greater community.
6. Provide direct services including but not limited to making home visits; assisting students and families in completing forms and applications; assisting students and families in accessing school and community resources; and assisting students or families in accessing needed health related services as well as food, clothing, housing and other basic needs.
7. Establishes and maintains clear communication and cooperative working relationships with a variety of school staff, parents, and community groups for selected at-risk youth.
8. Maintains accurate service records and files related to youth and families served.
9. Assists in the development of grant proposals related to Family Resources Center (FRC) services.
7. Manages assigned programs and events related to FRC.
8. Prepares reports and evaluations related to assigned programs and events.
9. Meets regularly with staff to improve access to services and assist with the coordination of services at the school sites.
10. Develops partnerships with community organizations.
11. Attends department, district, county, and statewide meetings and/or training as needed.
12. Performs other related duties as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Process for locating resources and information that serve the needs of students and families.
- Basic operations of a school district and school site.
- Various community, educational, recreational, health and social service resources.
- Interpersonal skills including tact, patience and courtesy.

### **Ability to:**

- Exercise individual initiative and independent judgment.
- Obtain community services for students and families.
- Tolerate stressful situations responsibly.
- Establish rapport and develop empathy with students, families and staff.
- Communicate effectively in both oral and written form.
- Work effectively in a team environment.
- Operate a computer and do basic functions in word processing and data analysis programs.
- Analyze issues and solve problems, create plans of action and reach solutions.
- Cultivate an understanding of the challenges of at-risk youth including Foster Youth, homeless, English learners, etc.
- Work with diverse student populations.

## **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- Graduation from a (4) year college or university with a degree in social sciences, counseling or related field; or a combination of education and experience sufficient to prepare the candidate for the duties of this position.
- Related experience in providing services to students and families within a school and/or community setting preferred.
- Must pass the districts' paraprofessional exam.
- Valid California Driver's License.
- Complete hepatitis vaccine series.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

## **PHYSICAL CHARACTERISTICS:**

- Sufficient vision to read printed material.
- Sufficient hearing to conduct in-person and telephone conversations.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity to write, use telephone and office equipment.