

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Community Outreach Coordinator (R27)</b>	Job Family: 04
Department: Educational Support Services	Lane Placement: 7
Supervisor's Title: Coordinator	Contract: 242 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>Laura D. Gulinson</u>	Date: <u>07/28/16</u>
ADA Review: <u>Janele Master</u>	Date: <u>12-5-16</u>
Human Resource Approval: <u>Paul Bury</u>	Date: <u>7-28-16</u>
Superintendent Approval: <u>J. Amis</u>	Date: <u>1/5/17</u>
Original date: <u>11/10</u> Revised: <u>07/16</u> Revised: _____	Revised: _____

**GENERAL FUNCTION**

Under general direction of the coordinator, the **Community Outreach Coordinator** is responsible for providing education, health, and financial service assistance to homeless, migrant and refugee students and their families. Acts as a liaison between parents/guardians, community agencies, state agencies and school personnel to support parent and community involvement, communication, decision-making, learning at home, volunteering and parenting skills. Assist schools to align parent and student needs to District and community programs and services in an effort to stabilize families. Provide translation/interpreting services as needed.

NOTE: This position is a temporary position that is based on continued funding and may be eliminated at any time.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Travel throughout the District to attend various types of District and school related meetings (e.g. intakes, teacher conferences, home visits, student disciplinary hearings and appeals, etc.) for the purpose of serving as interpreter of Spanish and English conversations.
- Provide education, health, and financial service assistance to homeless, migrant and refugee students and their families to help students overcome obstacles that may impede success.
- Act as a liaison between parents/guardians, community agencies, state agencies and school personnel to support parent communication.
- Assist schools to align parent and student needs to District and community programs and services in an effort to stabilize families.
- Assess family and student needs; track student transcript credits and address issues. Develop an action plan to remove barriers to student success.
- Conduct home visits to address family crisis issues and support school attendance, as needed. May provide instruction to families regarding their legal rights.
- Build relationships with parents/guardians to engage them in their student's education.
- Assist teachers and administrators with communicating and coordinating student, parent/guardian needs and resources. Train and coordinate activities for the McKinney Vento school assistants.
- Provide resources to parents with emotionally or behaviorally challenging students.
- Attend coordination meetings and follow up with services provided by community agencies on a monthly or quarterly basis. These may include Youth Street Group, Food Banks, Head Start, Salt Lake CAP, DCFS, Operation School Bell, HEAT, JSD Educational Support, and their assigned school.
- May perform one or more of the following specific duties as assigned (e.g. drive personal vehicle to District locations, student homes or community agencies as needed; facilitate transportation for students and families to community resources for the receipt of social services or to attend their school of origin; work with community programs, local business and the Jordan Education Foundation to provide resources for at-risk students; etc.)

- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires three (3) years of successful experience working in public schools and/or with families/students in crisis or an equivalent combination of education and experience.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Bilingual proficient-demonstrated oral, reading, and writing competency in English and Spanish highly required.
- Must demonstrate basic competence in reading, writing, and basic math.
- Requires the ability to work well with others.
- Requires some exercise of judgment without supervisory approval.
- Requires ability to prioritize own work schedule.
- Requires problem solving and answering questions.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

#### **Machines, Tools & Equipment Used:**

- General office equipment. Computers. Microsoft Office

#### **Physical Requirements – Not limited to the following:**

- Occasional lifting from floor to waist of up to 30 pounds.
- Frequent driving a personal vehicle.
- Occasional walking, climbing stairs and balancing on slick surfaces.
- Continuous keyboarding or using a computer mouse.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.