



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

ADULT EDUCATION
COMMUNITY OUTREACH LIAISON - BILINGUAL

JOB SUMMARY

Under general supervision of the Principal or designee, to act as liaison between the school, students and community partners; to assist students in understanding school programs and college and career options. This position will have contact with and support students, assist students in addressing barriers to attendance, answer procedural questions, encourage student attendance, and guide students into college and career pathways.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Makes contact with students who have multiple absences through phone conferences. Runs attendance report to ensure students with poor attendance are contacted regularly;
2. Helps students identify job openings and fill out job application(s). Keeps the Employment Board updated weekly with new employment leads for students. Posts interview tips, and resume samples. Provides Resume Workshop and helps students write their first resume. Provides interview training;
3. Help students complete FAFSA and college applications. Coordinates with counseling staff from Mt. San Jacinto College to facilitate transitions to post-secondary;
4. Works closely with the local American Jobs Center of California/ Workforce Development Board to provide employment and training opportunities for students;
5. Works with community agencies to collect donations for student incentives. This includes but is not limited to graduation balloons, gift cards, ordering and picking up perishable goods for student incentives, obtaining school supplies, etc.;
6. Coordinate CASAS and HiSET testing in support of Schoolwide Learner Outcomes;
7. Build relationships with community organizations. Coordinate outside college and career presentations such as Mt. San Jacinto College and other post-secondary educational/ training and assist in organizing school events;
8. Provides assistance to clerical staff as needed. Provide support by answering phones and testing;
9. Help organize and assist with new student orientations;
10. Perform routine clerical duties;
11. Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Practical principles of intercultural relationships and communication techniques and community networking; The District and its educational objectives and services; the Adult School and its vision and Schoolwide Learner Outcomes.

Ability to:

1. Communicate and establish positive relationships with students, teachers, administrators and community members and encourage their participation in school activities;
2. Effectively speak before various groups on behalf of the Adult School.
3. Understand and follow oral and written directions;

4. Establish and maintain effective working relationships with those contacted in the course of work;
5. Exercise leadership and integrating school and community relations;
6. Understand the operation of the school district;
7. Work cooperatively with staff, students, and appropriate agencies to provide assistance to a culturally diverse community;
8. Work effectively in a multiethnic setting;
9. Work with appropriate school personnel, identify and determine the basic nature of student problems and needs, and evaluate their relative urgency;
10. Make independent decisions with little direction;
11. Plan and organize work;
12. Maintain accurate records and prepare reports as assigned;
13. Meet predetermined deadlines;
14. Work confidentially with discretion.

EDUCATION / EXPERIENCE

1. High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.
2. Minimum of three years experience working in an educational setting with responsibilities that emphasize student and community involvement; or employment with a public agency with duties that emphasize the development of community outreach programs.

REQUIRED LICENSES AND/OR CERTIFICATES

1. Valid Class C California Driver's License and maintain possession of such license during the course of employment;
2. Have an acceptable driving record;
3. Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

SPECIAL REQUIREMENTS

Position requires individuals who can read, write and speak Spanish.

PHYSICAL DEMAND AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Sit, look down, turn neck (frequently); walk, stand, bend, stoop, reach, twist (occasionally); squat, kneel, push, pull, climb stairs (infrequently); lift & carry items to 10 pounds (occasionally), to 25 pounds (infrequently); grasp/ manipulate materials and supplies (frequently); use seeing, hearing & speaking (continuously).

Working Conditions: Indoor office space and school grounds. Exposure to front office traffic noise, seasonal temperatures, varying from climate controlled office space to mild/moderate to extreme cold and heat, dust and wind, use of office equipment and supplies; travel to various agencies within the community.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages

both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

Range 32

11 Month Work Year

September 2023