



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

Bilingual FAMILY AND COMMUNITY SPECIALIST

JOB SUMMARY

Under general supervision of the Preschool Principal or designee, perform a variety of services related to preschool recruitment, eligibility, enrollment and attendance; collaborate with staff, parents and outside agencies; perform a variety of clerical duties to compile data, prepare reports, communicate with all stakeholders and ensure eligibility document requirements are met; perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Follow all state, county and local guidelines;
- Keep all forms and records up-to-date and accurate;
- Recruit, determine eligibility, enroll and verify attendance for the preschool program;
- Calculate income for enrollment verification;
- Create and maintain family files and other necessary related files;
- May type and prepare a variety of general correspondence such as letters, reports, announcements and memoranda;
- Operate a variety of office equipment including a computer, printer, scanner, copy/fax machine;
- Work with parents and school staff to facilitate the mutual exchange of information and increase family participation in the students' preschool experience;
- Compile data, perform data entry; prepare enrollment and attendance reports; archive and audit files; prepare and modify enrollment packets;
- Answer telephone calls, schedule appointments, maintain calendar;
- Maintain an accurate waitlist;
- Actively maintain full enrollment for the preschool program throughout the year;
- Serve as interpreter or translator for parents and school staff as needed and for school communications;
- Plan and coordinate program events for the preschool;
- Obtain medical care plans and prescribed medication; prepare and maintain accurate medication documentation;
- Provide continuous follow-up on a variety of services; establish family goals and provide resources;
- Perform health screenings;
- Attend home visits;
- Prepare for and participate in local, state and federal program reviews;
- Prepare and set up for parent meetings and workshops;
- Attend meetings at the local, county or state level;
- Perform other related work as may be required.

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Bilingual FAMILY AND COMMUNITY SPECIALIST (Continued)

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Practical principles of relationships and communication techniques;
- Community resources related to children and parental needs;
- District mission and visions, goals and educational objectives of public education;
- Modern office procedures and practices including complex filing systems, receptionist telephone techniques, and software programs;
- Office machines and equipment including the use of a computer;
- Basic mathematical operations;
- Correct English and Spanish usage, spelling, grammar, and punctuation;
- Community demographic information;
- Applicable state laws, district policies, procedures and other regulations governing the program or area of assigned responsibilities.

Ability to:

- Communicate and establish positive relationships with school staff, families, and community members;
- Understand and follow oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of job duties;
- Prepare and/or present reports;
- Read, write, converse and translate in English and Spanish;
- Collaborate with the community at large;
- Organize, follow guidelines and prioritize job duties;
- Perform repetitive and varied tasks;
- Respond appropriately to direction and changes in the work setting;
- Type at a rate sufficient to effectively perform the duties required of this position;
- Understand the operation of the preschool program;
- Work effectively in a diverse setting;

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Bilingual FAMILY AND COMMUNITY SPECIALIST (Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to: (Continued)

- Manage multiple tasks;
- Learn and utilize new and current technologies;
- Maintain accurate records and prepare reports as assigned;
- Meet schedules and deadlines;
- Work confidentially with discretion.
- Work independently with minimal supervision;
- Perform mathematical calculations with speed and accuracy.

SPECIAL REQUIREMENTS

Positions in this class require individuals who can read, write and speak Spanish.

EDUCATION AND EXPERIENCE

Education: An Associate's Degree or higher in Social Services or Human Services or related field is required, and possession of the knowledge and abilities listed above.

Experience: Two (2) years of increasingly responsible clerical work including the maintenance of records and files; previous experience working in a school or public agency with duties that emphasize the development of relationships and/or community outreach programs is highly desirable.

REQUIRED LICENSES AND/OR CERTIFICATES

Driving a personal vehicle in the course of work is required for this position. Operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

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

Physical Demands: Sit (continuously), stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities within close reach, such as keyboard, mouse, handwriting and file management (continuously); sit for prolonged periods of time, lift/carry office supplies up to 10 pounds (occasionally); carry on normal speech and hearing activities.

Working Conditions: Indoor/outdoor school office or business location setting; exposure to usual school office noise.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 30

October 2015