



## **Job Description – Community Outreach Specialist**

**Department:** Administrative

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** Superintendent

**Amount of Travel required:** local travel required

**Work Days:** 225

**Pay Grade:** 3

### **POSITIONS SUMMARY**

The job of the Community Outreach Specialist is to ensure the guidelines and state/federal requirements are met and ensuring this process to include facilitating administrative processes between the students, parents, school, home and community. Providing information regarding, school and/or district activities and procedures; and referring families to appropriate personnel for assistance.

### **SPECIAL KNOWLEDGE AND SKILLS**

- Follow and carry out oral and written instructions
- Proficient typing, keyboarding, file maintenance skills
- Communicate and maintain effective working relationships with administrators, teachers, parents, students and the public.
- Ability to work with students, teachers, community, and parents in a positive manner
- Responsible for all campuses to maintain appearance of the school information bulletin board and current information available in the Parent room in reference to campus, district and community.
- Ability to maintain confidentiality
- Evaluate on a quarterly bases productivity of guidelines being met on each campus.
- Ability to facilitate and coordinate campus and district wide meetings
- Ability to work with minimum supervision.
- Encourage, promote and coordinate parent volunteers
- Conduct parent workshops regarding children's education including academics, life challenges and parental involvement

- Work cooperatively with Title 1 campus principals
- Ability to speak at PTA meetings and faculty meeting upon request
- Assist in the selection of books, equipment and other instructional materials relating to parental involvement
- Identify possible funding sources for parental involvement activities.

## **ESSENTIAL FUNCTIONS**

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Assist set up and function of an active PTC on each school campus, and oversee the district PTC.
- Assists students, staff, teachers, parents and community members (e.g. applications for services, transporting parents, making sure translation for non-English speaking parents, etc.) for the purpose of providing and/or conveying information and other services required by parents or teacher.
- Solicit support from Business Partners, Name Sakes, and community leaders in the success of the goals to be met at SEE.
- Maintain good communication with administrators to support the efforts at each campus.
- Provide surveys to adhere to the demand of education classes in the Parent Rooms on each campus and at the district level for all parents of SEE.
- Create a positive atmosphere for Parent Room on each campus.
- Coordinate with community leaders and organization for the purpose of building resources and expanding program capabilities.
- Maintain confidentiality when dealing with students records.
- Maintain good public relations for the betterment of SEE partnerships
- Conduct ongoing communication with Superintendent of the interest he/she desires to implement throughout the district, to convey with campus liaisons.
- Update Parent Bulletin Boards and community awareness.
- Maintain an active Parent, Teacher, Child membership
- Recruit Parent volunteers and involvement throughout the district.
- Coordinate and facilitate monthly meeting with all campus liaisons.
- Conduct parent meetings district and or campus for the purpose of gaining information of district rules, regulations and policies and to convey concerns to the superintendent.
- Perform other duties as required by District Development Coordinator and Superintendent.
- Ability to solicit support of in kind and/or other funding to the SEE district.
- Communicates with parents on behalf of school (e.g. available programs/services, services, completing paperwork, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed.
- Conducts parent meetings as assigned for the purpose of gaining information and/or discussing needs and problems involving student and their families.
- Organizes a variety of activities (e.g. Care Club, parent meetings, conferences, patriotism activities, etc.) for the purpose of providing support to the school and parents, showcasing student talents and abilities,

and celebrating the diversity of the community. (STEM Night- Student Booths, Black History and Spanish Heritage Month)

- Participates in a variety of meetings workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines. (Must present information upon your return)
- Prepares a variety of documents, reports and written materials (e.g. registrations, homeless lists, activity logs, phone logs etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies etc.) for the purpose of providing information and/or direction as may be required.
- Locate programs for participation in community-based fine arts programs (dance, music, art etc.)
- Develop climate surveys of parents, community members etc.
- Provide materials and training in multiple languages to parents and community
- Community wide pep rally to honor person in the community or campus
- Use of newsletters to communicate with parents, community members etc.
- Community partners in education (e.g. UTSA)

## **MAJOR PERFORMANCE RESPONSIBILITIES**

- Coordinate with district and school staff in implementing parent education and parent involvement programs.
- Recruit and solicit volunteers and mentors on assigned campus
- Oversee the checklist monthly for the Campus & Community Program for campus assessment ratings.
- Refer to school principal or counselor names of students in need of social services
- PTO: Ensure each campus has a viable PTO that supports the campus needs. Liaison should have notebook of agendas and artifacts from each campus. Criteria must be given to each campus.
- - Community Partners (Provide list and commitment):
    - - For advisory boards
    - - Mentors (student)
    - - Job Shadowing
    - - Capstone Advisors
    - - Education
  - Climate Surveys: 3x yr. (parents and community members)
  - Parent/community newsletters: In multiple languages at least quarterly
  - Community wide pep rallies: to honor person(s) in the community that contribute to education of our students
  - Parent Room Programs: does not have to be at every campus. (materials, parent classes, etc.)
- - Community Partnership with:
    - Local libraries (Can be digital)
    - Doctors

- Businesses
- Fireman
- EMS
- City of San Antonio
- Engineers
- Toyota
- (needed for tours, bring trucks to campuses/presentations)
- Professional presenters (provide list/type)
- Monthly for secondary. Must be STEM related (August through Dec)
- Community partners to support STEM. (different type engineers, doctors, computer scientist, etc.)
- Professional presenters/tours/shadowing
- Community partners in education: Teacher mentors/lab use/tours for students
- Identify funding sources for community involvement.
- Volunteers:
- Community Donors: to support STEM or college readiness college tours
- Proposed quarterly advertising schedule to include type media/target audience. Due at the beginning of the school year
- Approximate yearly budget (submit)
- Weekly update (via email) about educational or legislative community events that will improve the quality of the district by superintendent involvement.
- Weekly update/status (printed) on the state of the district community involvement as indicated above.
- Protects organization's value by keeping formation confidential.

### **COMPENTCY STATEMENT (S)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Detail Oriented - Ability to pay attention to the minute details of project to task.
- Diversity Oriented – Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Loyal - The trait of feeling a duty to the employer.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct, to adhere to all requirements with Title 1 statewide school support/parental Involvement Imitative.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

**OTHER REQUIREMENTS**

Must have satisfactory outcome of background, fingerprinting check and drug screening prior to starting employment.

**MINIMUM EXPERIENCE**

- Bachelors Degree
- Three (3) years experience in related field

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

**WORK ENVIRONMENT** - Inside temperature controlled environment.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.