



## COMMUNITY ASSISTANT

### DEFINITION

To serve in a liaison capacity between school and community to secure parent involvement and understanding of school programs and objectives; and perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Principal. May receive technical and functional supervision from the Principal and by other certificated personnel. Exercises no supervision.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Assist in formulation or community involvement program for school site.
- Arrange and coordinate parent involvement in such activities as yard or cafeteria duty, assisting in classes, providing refreshments, and participating in special school events.
- May visit homes on referrals by teachers, parents and administrators and to become acquainted with families.
- Assist the site administrator with setting up projects to enhance and encourage parent involvement.
- Maintain an open and congenial atmosphere in working area to encourage visits by parents and the sharing of their concerns.
- Maintain records and prepare reports, notices and correspondence.
- May transport students or parents as necessary.
- Perform a variety of related clerical duties.
- Provide leadership in providing clothes banks and other necessary funds to meet emergency needs of children.
- May serve as host/hostess at meetings, open houses or other functions involving parents.
- Assist the site administrator or designee with organizing, coordinating and overseeing fund raising projects.
- May coordinate and supervise student activity clubs.
- Initiate contact with new families and orient them to the school and its program.
- Write, implement and evaluate parent surveys under the direction of the site administrator.
- Perform related duties as assigned.

### QUALIFICATIONS

Knowledge of:

- School objectives, programs and requirements.
- Problems and concerns of families in the community.
- Community service agencies and resources.
- Correct English usage, including vocabulary, grammar, and spelling.
- Methods and procedures used in standard record keeping.

Ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative relationships with school personnel, students, parents and community resource personnel.
- Assist the site administrator with analyzing situations and setting priorities,
- Be sensitive to others' needs and concerns and develop means to address them.
- Physical capability sufficient to perform job task.

**PHYSICAL DEMANDS:**

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit and/or stand for extended periods of time.
- See and read a computer screen and printed matter with or without visual aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Lift and/or carry up to 25 pounds at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Walk over uneven ground.

Experience and Education

\*Any combination of education, training and experience equivalent to completion of twelfth grade.

\*Experience with and understanding of community groups and problems preferred.

\*NCLB requirements consisting of 48 college semester units or more or County Certificate showing compliance with NCLB.

Salary Placement:

CSEA 318

Incremental Salary Schedule

209-work days

Board Approval: 01/28/86