



NEW: 08/18/2021 Submitted: 08/17/2021

JOB TITLE:	COORDINATOR FAMILY OUTREACH STUDENT LEARNING CENTER
DIVISION	ACADEMIC SCHOOL PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

The coordinator will promote student learning by assuming responsibility for coordinating services. The Family Outreach Coordinator Student Learning Center will develop and maintain relationships with students and families to ensure that they receive comprehensive services. The comprehensive services include health and social services, programming, and a range of parent development training opportunities at the site. The Family Outreach Coordinator is also responsible for conducting community outreach efforts to identify and develop relationships with community-based organizations that provide other needed services to families.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides comprehensive support to students and families through community based interventions and education to address the support services needed; this may include consultations with school personnel, parent education and skills training
- Collaborates with school-based administrators to prioritize individual students needs based on needs assessment and data
- Identifies academic difficulties which interfere with learning
- Serves as facilitator of Students and Family Learning Team meetings, completes all documentation in a timely manner; performs necessary tasks to help families understand the SFLT process and make decisions about selection of SFLT participant
- Provides individuals with appropriate referrals to community programs and services; follows up on all referrals to assess outcomes and additional services as required
- Consults and cooperates with appropriate school, District, and community partners to ensure linkage, advocacy, and follow up with the focus on attaining academic goals
- Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits
- Implements innovative approaches to outreach to build strong positive relations with students and families
- Provides motivational support and guidance
- Performs record-keeping of services, referrals, and internal or external tasks in a timely and objective manner
- Promotes culturally responsive practices and utilizes these practices when working with students and families
- Attends all Student Learning Center meetings
- Adheres to all District and professional ethical guidelines and standards
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of successful experience with business and community agencies

Successful experience working with youth and adults

Ability to work well with students and families

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Master's Degree in counseling, social work, or human services related fields

Training in providing social work, academic and behavioral supports to school age students

Demonstrated expertise in working with students, parents, school personnel, and community members

Experience in diverse workplace



NEW: Submitted:  
08/18/2021 08/17/2021

JOB TITLE:	COORDINATOR PARTNERSHIP STUDENT LEARNING CENTER
DIVISION	ACADEMIC SUPPORT PROGRAMS AND SPECIAL POPULATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibilities, under the direction of the designated supervisor, for establishing, developing, and maintaining partnerships with community agencies and organizations in order to strengthen and carry out the work of the Student Learning Center.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

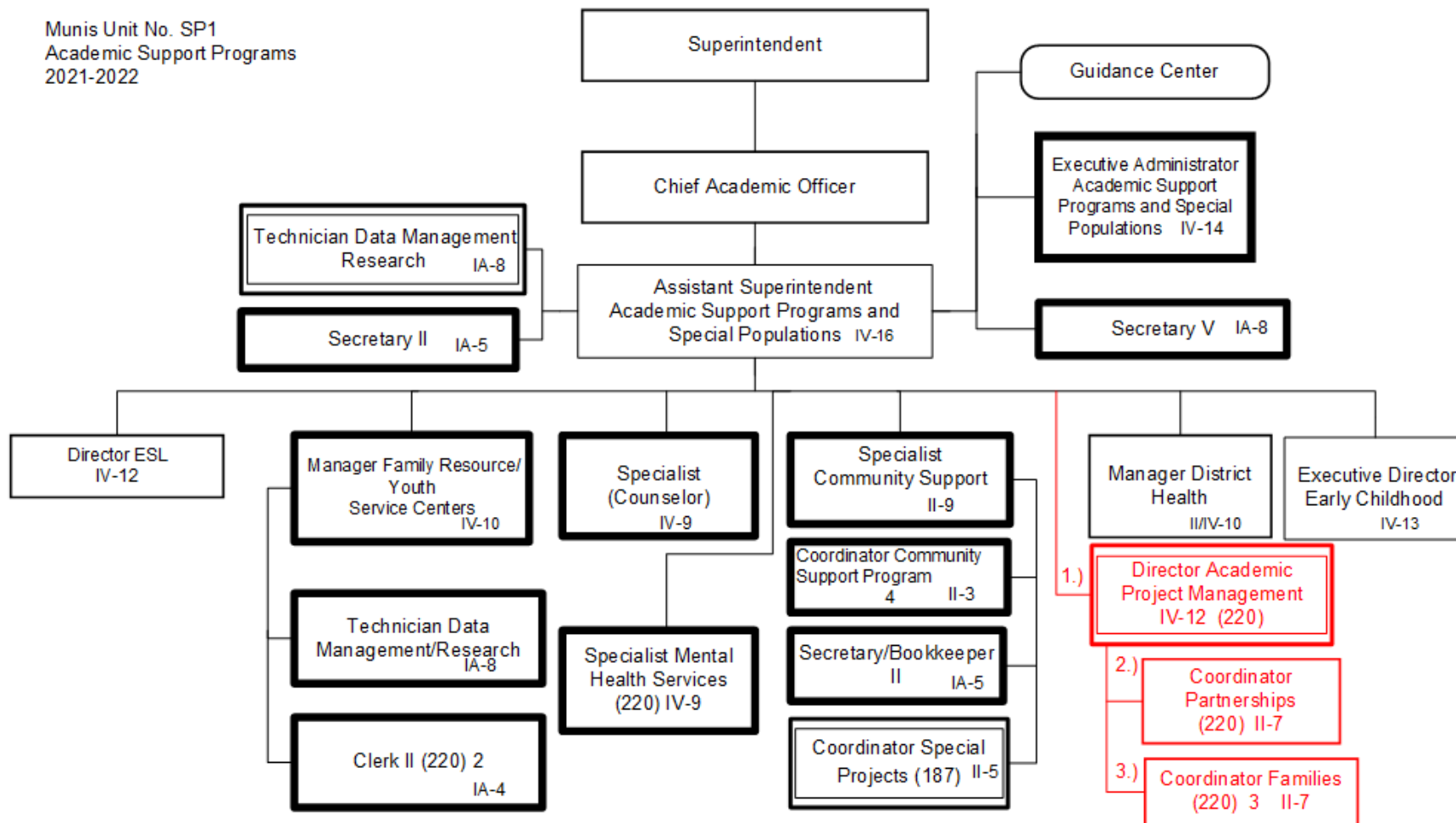
- Works cooperatively with Student Learning Center Staff in assessing needs and then working within the community to meet identified needs
- Organizes and leads mentorship programs for the Student Learning Center by developing and fostering community, and District partnerships
- Develops and maintains a system which tracks effectiveness/progress of mentorship for students and for mentors
- Provides leadership for the development and execution of an ongoing recruitment plan for different programs and services at the Student Learning Center
- Coordinates with appropriate school, District, and community partners to ensure comprehensive service delivery which meets the needs of students served
- Provides resources and referrals to students, families, and staff
- Maintains active involvement with community services and acts as a liaison to business and community resources
- Performs record-keeping and internal and external reporting tasks in a timely and objective manner
- Increases knowledge in culturally responsive practices and utilizes these practices when working with students
- Promotes family engagement by providing parent support groups, family collaboration meetings, and home visits
- Adheres to all District and professional ethical guidelines and standards
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of successful experience with business/community agencies/resources
Successful experience working with children, youth, and adults from diverse backgrounds
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree in human services related field
Training in social work
Experience in a diverse workplace



- 1.) Add Director Academic Project Management
- 2.) Add Coordinator Partnerships
- 3.) Add Coordinator Families

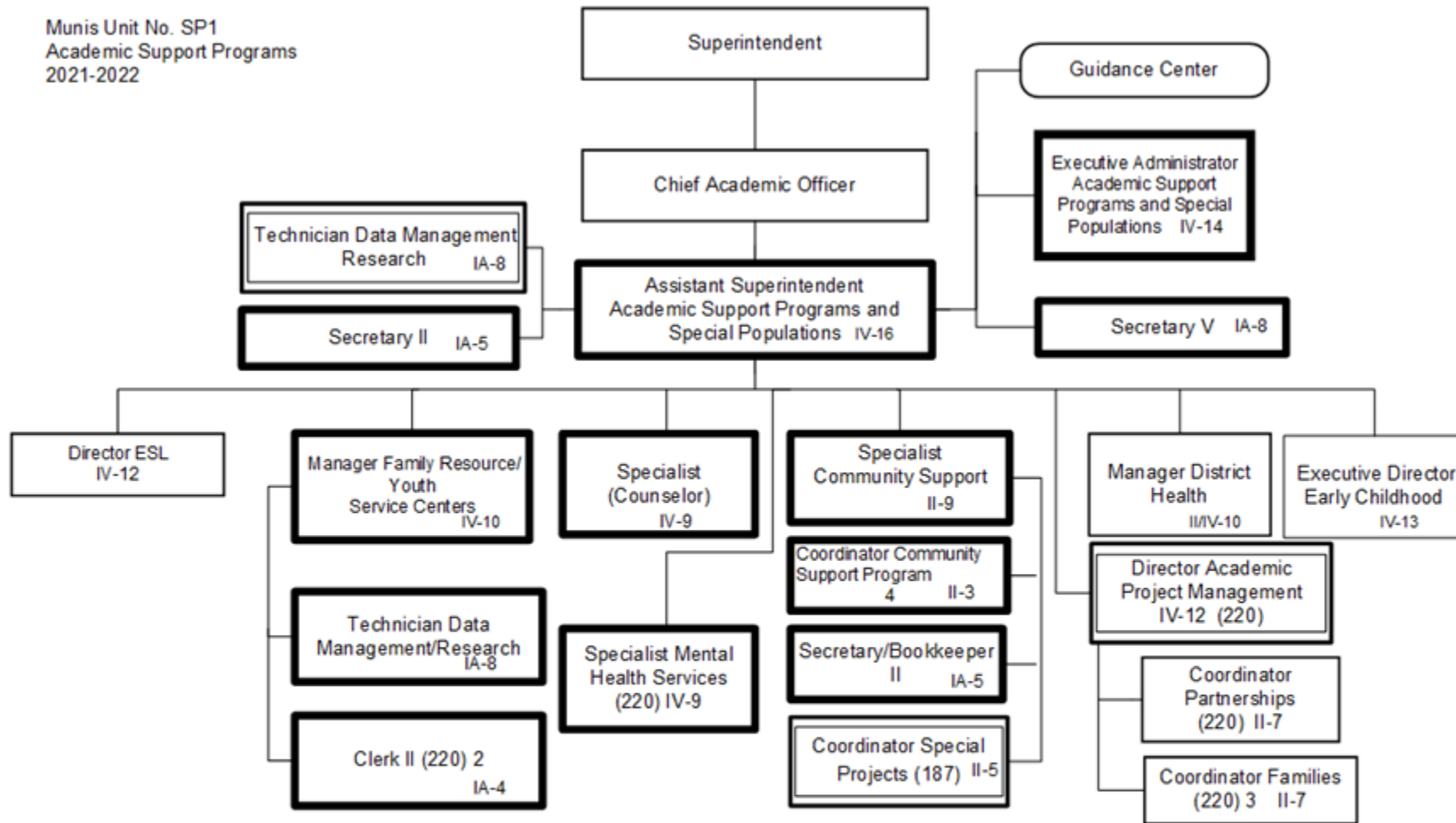
Summary:

General Fund Positions: ~~45~~ 19  
Categorical Fund Positions: ~~2~~ 3

E-8

Submitted ~~9/29/2020~~ 8/17/2021  
Effective ~~9/30/2020~~ 8/18/2021

Munis Unit No. SP1  
Academic Support Programs  
2021-2022



Summary:

General Fund Positions: 19  
Categorical Fund Positions: 3

E-8

Submitted 8/17/2021  
Effective 8/18/2021