

MEMORANDUM OF UNDERSTANDING
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT (“DISTRICT”)
and the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER
CHAPTER #528 (TOGETHER “CSEA”)
COMPREHENSIVE UNIT
New and Updated Bargaining Unit Job Descriptions – IMT and CSF I and II
March 14, 2023

The Folsom Cordova Unified School District (“District”) and the California School Employees Association and its American River Chapter #528 (together “CSEA”) have met, negotiated, and agreed to the following:

1. Updated bargaining unit job description:
 - a. Instructional Materials Technician: The updated job description for the Instructional Materials Technician classification (previously the “District Instructional Media Technician”) is Attachment 1 and shall be moved from Range 18 to Range 20 on the salary schedule.

2. New bargaining unit job descriptions:
 - a. Community Schools Facilitator I: The job description for the new Community Schools Facilitator I classification is Attachment 2 and shall be placed at Range 40 on the salary schedule.

 - b. Community Schools Facilitator II: The job description for the new Community Schools Facilitator II classification is Attachment 3 and shall be placed at Range 49 on the salary schedule.

3. These job descriptions will become effective upon CSEA and Board ratification of this Agreement.

4. This shall finally resolve all negotiations regarding the updated and new job descriptions referenced above.



For CSEA, Chapter 528

3/14/23
Date



For Folsom Cordova Unified School District

3/14/23
Date



CSEA Labor Representative

3/17/23
Date

REVIEW DATES	
Cabinet Approved	_____
CSEA Approved	03/08/2023

Updated

01/20/2023

Instructional Materials Technician DISTRICT INSTRUCTIONAL MEDIA TECHNICIAN

DEFINITION:

~~Under direction of the Deputy Superintendent, Instructional Services, to be responsible for the ordering, processing, storage, and distribution of school textbooks and a variety of instructional materials; to perform complex and responsible accounting procedures in maintaining complete and auditable records of the District's Textbook Fund and other related funds; to maintain a textbook inventory program; and to do other related work as required.~~

~~Under the supervision of the Assistant Superintendent of Education Services and their administrative designees, and in coordination with the District's Librarian, the Instructional Media Technician coordinates the acquisition and maintenance of District textbooks, instructional and audio-visual audio-visual materials, performing a variety of functions related to obtaining price quotations, ordering, receiving, processing, distributing, maintaining, and inventorying curriculum materials inventory.~~

EXPERIENCE:

- ~~Two (2) years of increasingly responsible experience in office clerical work involving accounting, financial, or statistical records, centralized material distribution, or library maintenance.~~
- ~~Experience with word processing and spreadsheet software.~~

EDUCATION:

- ~~Equivalent of high school diploma~~
- ~~Coursework in library and media instruction is preferred~~

CERTIFICATES OR LICENSES:

- ~~Valid California License Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.~~

REQUIRED TESTING: ~~Pre-employment physical evaluation testing and assessment to demonstrate minimum qualifications required for position.~~

DISTINGUISHING CHARACTERISTIA ~~major characteristic of this position is the responsibility for maintaining a complex set of financial records of District-wide significance, together with ongoing responsibilities involved in the estimating, purchasing and processing of K-8 school textbooks and other instructional materials. This position also has responsibility in the maintenance of a central-warehouse inventory and in the distribution of instructional materials to District sites.~~

~~Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand good judgment and adaptability on the part of incumbents. The work is accomplished under the general supervision of an administrator. This position acts as a lead worker position and carries the responsibility for supervising other employees in the department.~~

ESSENTIAL FUNCTIONS:

~~Maintains complete and auditable financial records of District's Textbook Fund.~~

~~Monitors all expenditures for compliance with District policy and state legal requirements.~~

~~Prepares a variety of statistical and informational reports; purchase requisitions.~~

~~Estimates each school site's (K-8) needs for textbooks and instructional materials based on current and projected enrollment.~~

~~Orders, processes, and distributes K-8 State adopted textbooks.~~

~~Maintains accurate records of warehoused texts and instructional materials.~~

~~Maintains accurate inventory system of textbooks, and other instructional materials for all District sites (K-8).~~

~~May supervise one or more warehouse or clerical positions.~~

~~Works closely with textbook sales representatives and other vendors regarding pricing and delivery dates.~~

~~Provides textbook and library information to administrators and certificated staff regarding procedures, materials available, and site inventories.~~

~~Performs miscellaneous typing and clerical work.~~

~~May advise and assist elementary library clerks.~~

~~May assist in physical inventory of textbooks.~~

~~Orders and circulates samples of new instructional materials for evaluation by certificated staff on a minimal basis.~~

- ~~Operates a computer terminal and other computer related equipment. Perform various instructional material acquisition duties including sourcing, obtaining quotes, and utilizing assigned software to generate requisitions for textbooks and digital licenses, curriculum kits, consumables, and teacher materials.~~
- ~~Provide cost data for new acquisitions based on projected enrollment, current inventory, publisher costs, distribution ratios or other factors.~~
- ~~Create and maintain publisher and vendor contact lists; contact vendors to clarify prices and delivery dates; check shipments and verify orders.~~
- ~~Check materials received for proper quantity and quality, and documents and shelves instructional materials, equipment, and supplies. Track purchase orders with vendors for prompt and timely delivery.~~
- ~~Process newly acquired curriculum material and assure new materials are stamped and processed for distribution; enters titles, codes, quantities, and other pertinent information into automated inventory system.~~
- ~~Make decisions regarding adjustment to quantities of adoption orders. Maintain accurate records of multi-year adoptions to ensure we receive all acquired materials from vendors.~~
- ~~Respond to inquiries from staff and vendors and provide information regarding pending purchase orders, back orders, invoices, and the status of orders/deliveries.~~
- ~~With the support of Library Clerks, coordinates the sharing textbooks and instructional materials throughout district.~~
- ~~Maintain warehouse inventory of curriculum materials and perform related duties including checking in/out and ensure the availability of curriculum materials.~~
- ~~Schedules pickup for all sites of obsolete instructional materials.~~
- ~~Conducts periodic physical inventory of instructional media, inspecting and repairing or disposing of damaged or outdated materials, ensure collections are maintained according to defined budgets, adoption guidelines, and in compliance with established licensing regulations.~~
- ~~Prepare and maintain a variety of computerized and manual reports including collection summaries, budget reports, distribution records, renewal information, adoption records, and overdue lists; provide documentation and information to others.~~

- ~~Maintain~~ Maintain Curriculum & Instruction materials in warehouse storage area. warehouse work environment in a clean and orderly condition. Instructional Materials Technician II 2
- Receive and inventory curriculum and instructional materials from school sites.
- Prepare curriculum instructional materials to ship to assigned sites or individuals.
- Duties may include moving and lifting boxes, unwrapping or wrapping and building pallets, when required in the receipt or distribution of curriculum and instructional materials from or to sites.
- ~~Perform various warehouse receiving duties including unloading curriculum material from pallets, operating of a motorized pallet jack, lifting boxes, rebuilding pallets, and shrink-wrapping items in order to distribute shipments to assigned site locations and/or individuals.~~
- Perform other related duties as assigned within the scope of this job classification.

— **Other related duties as assigned.**

KNOWLEDGE OF: ~~Methods and practices of financial record keeping; library practices, procedures and terminology; the types and uses of library materials and the literature and current publications connected therewith; standard reference books and other reference and bibliographical tools; modern office methods and procedures.~~

- All eCurriculum materials across various grade levels and subjects.
- General principles, techniques, and procedures of researching, comparing and purchasing textbooks and instructional materials.
- Familiarity with District polices pertaining to instructional materials K-12.
- Operation of computer, purchasing software, Destiny library and inventory software.
- Standard clerical procedures and modern office methods, procedures, and software systems.
- General accounting, methods used in financial and statistical record-keeping.
- Basic methods, procedures and terminology used in accounting and budget work.
- Basic math, including calculations using fractions, percentages, and/or ratios.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.
- Warehouse procedures, policies, and methods.
- Safe work practices for lifting, carrying, bending, climbing, and repetitive hand motions.

ABILITY TO:

- Design and manipulation of spreadsheets
- Perform a variety of complex duties related to the acquisition and circulation of textbooks and instructional materials.
- Prepare and distribute orders for textbooks and instructional materials.
- Serve as a liaison between school sites, departments, vendors and publishers concerning instructional materials.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations.
- Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
- Be attentive to details and adapt to changing work priorities.
- Work with frequent interruptions.
- Work with detailed information/data.
- Analyze issues and create action plans.
- Gather, collate, and/or classify data.
- Operate a variety of job-related equipment including computers, calculators, copiers, warehouse, and related office machines, pallet jack and bar code machine.
- Effectively communicate orally and in writing, prepare reports, disseminate information, and document.
- Prepare and maintain accurate records.

- Perform basic math, including calculations using fractions, percentages, and/or ratios.

PHYSICAL REQUIREMENTS:

~~Perform responsible and accurate clerical work with minimal supervision; make arithmetical calculations with speed and accuracy; prepare accurate statistical and financial summaries and reports; learn and apply State and Federal mandated guidelines in both library and textbook acquisition; catalogue and classify books, documents, and pamphlets; select books to fill the needs of individual teachers or students; operate modern office equipment; understand and carry out oral and written instructions; type at a speed of not less than 40 words a minute from clear copy; establish and maintain cooperative working relationship with faculty, other employees, and the public.~~

Experience:

~~Two years of increasingly responsible experience in the maintenance of financial records; sub-professional experience in a school library is preferred.~~

Education:

~~Equivalent to completion of the twelfth grade~~**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: Must possess the strength, stamina and mobility to perform moderate physical work which includes significant occasion lifting, carrying, and moving materials weighing up to 30 pounds and heavier weight with the use of proper equipment; pushing and/or pulling moderately heavy objects; occasional climbing and balancing; stooping, kneeling, crouching, reaching, handling, touching and/or feeling; hold and grasp objects with full range of motion in wrists and arms; manual dexterity to operate a telephone and enter data into a computer; manual dexterity to maintain rigorous work schedule involving ordering and managing instructional materials. This position will sometimes require the ability to lift up to 30 pounds.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~— The noise level in the work environment is usually moderate.~~

- Employees in this position will be required to work indoors in a standard office and warehouse environment, in various outdoor locations, and come in direct contact with district staff and the public; will occasionally work in outside weather conditions.
- Employees in this position frequently work near moving mechanical parts and motorized equipment to load/unload or move materials.
- The noise level in the work environment is usually moderate.

~~, including or supplemented by courses in bookkeeping or accounting. Completion of some library technician courses is preferred.~~

Approved: 11/17/86

UPDATED
Instructional Materials Technician

REVIEW DATES	
Cabinet Approved:	03/14/2023
CSEA Approved	03/08/2023
Board Approved	_____

DEFINITION:

Under the supervision of the Assistant Superintendent of Education Services and their administrative designees, and in coordination with the District's Librarian, the Instructional Media Technician coordinates the acquisition and maintenance of District textbooks, instructional and audio-visual materials, performing a variety of functions related to obtaining price quotations, ordering, receiving, processing, distributing, maintaining, and curriculum materials inventory.

EXPERIENCE:

- Two (2) years of increasingly responsible experience in office clerical work involving accounting, financial or statistical records, centralized material distribution, or library maintenance.
- Experience with word processing and spreadsheet software.

EDUCATION:

- Equivalent of high school diploma
- Coursework in library and media instruction is preferred.

CERTIFICATES OR LICENSES:

- Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

REQUIRED TESTING: Pre-employment physical evaluation and assessment to demonstrate minimum qualifications required for position.

ESSENTIAL FUNCTIONS:

- Perform various instructional material acquisition duties including sourcing, obtaining quotes, and utilizing assigned software to generate requisitions for textbooks and digital licenses, curriculum kits, consumables, and teacher materials.
- Provide cost data for new acquisitions based on projected enrollment, current inventory, publisher costs, distribution ratios or other factors.
- Create and maintain publisher and vendor contact lists; contact vendors to clarify prices and delivery dates; check shipments and verify orders.
- Check materials received for proper quantity and quality, document and shelve instructional materials, equipment, and supplies. Track purchase orders with vendors for prompt and timely delivery.
- Process newly acquired curriculum material and assure new materials are stamped and processed for distribution; enter titles, codes, quantities, and other pertinent information into automated inventory system.
- Make decisions regarding adjustment to quantities of adoption orders. Maintain accurate records of multi-year adoptions to ensure we receive all acquired materials from vendors.
- Respond to inquiries from staff and vendors and provide information regarding pending purchase orders, back orders, invoices, and the status of orders.
- With the support of Library Clerks, coordinate the sharing textbooks and instructional materials throughout district.
- Maintain warehouse inventory of curriculum materials and perform related duties including checking in/out and ensure the availability of curriculum materials.
- Schedule pickup for all sites of obsolete instructional materials.
- Conduct periodic physical inventory of instructional media, inspecting and repairing or disposing of damaged or outdated materials, ensure collections are maintained according to defined budgets, adoption guidelines, and in compliance with established licensing regulations.
- Prepare and maintain a variety of computerized and manual reports including collection summaries, budget reports, distribution records, renewal information, adoption records, and overdue lists; provide documentation and information to others.
- Maintain Curriculum & Instruction materials in warehouse storage area.
- Receive and inventory curriculum and instructional materials from school sites.

UPDATED
Instructional Materials Technician

- Prepare curriculum instructional materials to ship to assigned sites or individuals.
- Duties may include moving and lifting boxes, unwrapping or wrapping and building pallets, when required in the receipt or distribution of curriculum and instructional materials from or to sites.
- Perform other related duties as assigned within the scope of this job classification.

KNOWLEDGE OF:

- Curriculum materials across various grade levels and subjects.
- General principles, techniques, and procedures of researching, comparing, and purchasing textbooks and instructional materials.
- Familiarity with District policies pertaining to instructional materials K-12.
- Operation of computer, purchasing software, Destiny library and inventory software.
- Standard clerical procedures and modern office methods, procedures, and software systems.
- General accounting, methods used in financial and statistical record-keeping.
- Basic methods, procedures and terminology used in accounting and budget work.
- Basic math, including calculations using fractions, percentages, and/or ratios.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.
- Warehouse procedures, policies, and methods.
- Safe work practices for lifting, carrying, bending, climbing, and repetitive hand motions.

ABILITY TO:

- Design and manipulation of spreadsheets.
- Perform a variety of complex duties related to the acquisition and circulation of textbooks and instructional materials.
- Prepare and distribute orders for textbooks and instructional materials.
- Serve as a liaison between school sites, departments, vendors, and publishers concerning instructional materials.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish good public relations.
- Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
- Be attentive to details and adapt to changing work priorities.
- Work with frequent interruptions.
- Work with detailed information/data.
- Analyze issues and create action plans.
- Gather, collate, and/or classify data.
- Operate a variety of job-related equipment including computers, calculators, copiers, warehouse, and related office machines, pallet jack and bar code machine.
- Effectively communicate orally and in writing, prepare reports, disseminate information, and document.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: Must possess the strength, stamina and mobility to perform moderate physical work which includes occasion lifting, carrying, and moving materials weighing up to 30 pounds and heavier weight with the use of proper equipment; pushing and/or pulling moderately heavy objects; occasional climbing and balancing; stooping, kneeling, crouching, reaching, handling, touching and/or feeling; hold and grasp objects with full range of motion in wrists and arms; manual dexterity to operate a telephone and enter data into a computer; manual dexterity to maintain rigorous work schedule involving ordering and managing instructional materials.

UPDATED
Instructional Materials Technician

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees in this position will be required to work indoors in a standard office and warehouse environment, in various outdoor locations, and come in direct contact with district staff and the public; will occasionally work in outside weather conditions.
- Employees in this position frequently work near moving mechanical parts and motorized equipment to load/unload or move materials.
- The noise level in the work environment is usually moderate.

DRAFT

NEW
Community Schools Facilitator I

REVIEW DATES
Cabinet Approved: 03/14/2023
CSEA Approved: 03/13/2023
Board Approved _____

DEFINITION:

Under the direction of the Director of Strategic Initiatives and Student Supports or designee and in collaboration with FCUSD staff, students, families, and community partners, the Community Schools Facilitator I will support the implementation of a year-round Community Schools model at a designated Title 1 school site. The Facilitator will work closely with students, staff, and families to implement the four pillars of Community Schools, including connecting families and school staff with agencies, and non-profit programs. Under the direction of site administration or designee, the Facilitator will pursue partnerships that will address attendance, behavior, physical and/or mental health challenges. They will support the implementation of systems to connect families with basic resources needed to remove barriers to learning, wellness and on-time graduation. They will promote a strengths-based, whole child focused, and culturally responsive school-wide culture and will actively connect with low income, English Learner and racially diverse youth and their families.

QUALIFICATIONS:**Experience:**

- Two (2) or more years of community engagement experience in culturally diverse communities, preferably in Rancho Cordova.
- Experience working in public school settings is preferred.

Education:

- High school diploma or equivalent.
- Associates Degree preferred.
- Two (2) years or more of community engagement experience can be substituted for education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports school site administrator or designee in the implementation of Community Schools Framework
- Makes home visits with FCUSD or community partner staff to promote school attendance, on-time graduation, and/or access to community resources.
- Creates and coordinates support to remove barriers to daily school attendance.
- Provides support and resources for parents for the purpose of improving student attendance.
- Acts as a resource on school campus and in the community to connect families with school site, FCUSD and/or community resources.
- Serves as a member and supports the functioning of Coordination of Services Team (COST).
- Provides parent/caregiver training to support learning at home.
- Arranges training of classroom parents and community volunteers to ensure their support promotes academic achievement and a positive school culture.
- Supports teachers and administrators in enhancing regular, two-way communication with families.
- Participates in SSC, ELAC, site leadership and district parent meetings as an advocate for parent needs and implementation of Community Schools framework.
- Work directly with parents to advocate for needs of youth in a productive and mutually respectful manner.
- Participates in professional development and implements learning at school site.
- Attends and presents information at community meetings, with regard to Community Schools initiative.
- Works collaboratively with Community School leads from other campuses.
- Gathers data and information for Community Schools presentations and reports.
- Supports fundraising efforts to sustain or grow Community Schools initiative.
- Works collaboratively with staff to create welcoming school environment.
- Performs other related duties as assigned.

KNOWLEDGE:

- Applicable laws, codes, regulations, standards, policies, and procedures.

ABILITIES AND SKILLS:

- Bilingual and bicultural preferred.
- Strong written and verbal communication skills.
- Ability to mediate and deescalate conflict.

NEW
Community Schools Facilitator I

- Ability to work flexible hours (occasional evening, weekends, and school vacation work)
- Strong community ties preferred.
- Ability to work collaboratively as a member of a team.
- Experience with diverse communities that represent various racial, ethnic, linguistic, disability, and socioeconomic groups required.
- Excellent judgment, networking, communication, and interpersonal skills.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.

NEW **Community Schools Facilitator II**

REVIEW DATES Cabinet Approved: 03/14/2023 CSEA Approved: 03/13/2023 Board Approved: _____

DEFINITION:

Under the direction of the Director of Strategic Initiatives and Student Supports or designee and in collaboration with FCUSD staff, students, families and community partners, the Community Schools Facilitator II will lead the implementation of a year-round Community Schools model at a designated Title 1 school site. The Facilitator II will work closely with students, staff, and families to implement the four pillars of Community Schools. The partnerships that the facilitator will pursue, will address attendance, behavior, physical and/or mental health, and/or learning challenges. The Facilitator II will develop systems on their campus to connect families with resources that remove barriers to learning, wellness and on-time graduation. They will play a key role in coordinating tiered prevention and intervention systems that provide a positive and culturally responsive school-wide culture and will actively connect with low income, English Learner and racially diverse youth and their families.

QUALIFICATIONS:

Experience: Two (2) or more years of community engagement experience in culturally diverse communities, preferably in Rancho Cordova. Experience working in public school settings is preferred.

Education: Bachelor's degree in Education, Social Work, counseling, psychology, public health, or related field required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Strategic Initiative and Student Supports, incumbent will:

- Assist in building capacity of staff to understand a whole-child approach to whole school prevention and intervention efforts.
- Provide leadership for sustainable systems change through coordinating the elements of a community school model.
- Support and nurture the establishment of mutually beneficial school and family partnerships with city and county services, higher education institutions, health service providers, non-profit agencies, and faith-based partners to offer services and resources on or near the school campus that remove barriers to learning, wellness and on-time graduation.
- Support school transformation through the integration of school/district services and priorities through participation in parent committees, school leadership team, Coordination of Services (COST) Team and Student Success Team (SST).
- Support parents with enrollment, accessing district and community resources, and empower them to be advocates for their children's school success.
- Assists families with the district activities such as school registration, income verification, summer school, FAFSA, etc.
- Participates in home visits.
- Help create a culturally responsive and welcoming atmosphere that promotes engagement, involvement, and trust between youth, families, and staff.
- Make presentations to youth, families, staff, and community partners about learning at home strategies and promote family engagement on school campuses.
- Assist families in resolving problems which interfere with students' success (attendance, transportation, health needs etc.)
- Facilitator will lead efforts for school to become a year-round center for wellness within the community beyond the school day and during summer vacations.
- Partner with preschool, afterschool, and summer programs to provide year-round learning opportunities for youth.
- Recruit parent and community volunteers to provide extracurricular activities, provide event support or otherwise provide assistance to programs.

NEW

Community Schools Facilitator II

- Collaborate with the school leadership team and staff to implement and progress monitor the school's Community Schools plan.
- Constructive and critical friend to school leadership, teachers, and staff to challenge the status quo as they envision and implement whole-child design community school strategy.
- Attend and recruit parent/guardians to participate in various school leadership committees (PBIS, School Climate, PTA, SSC, ELAC etc.) and other outreach and grant related events.
- Organize various activities and events providing support to schools and parents, showcasing student's talents and abilities, and celebrating the diversity of the community.
- Identify strengths and barriers to learning, available resources and gaps, and design programming that supports stability in school enrollment, daily attendance, and rigorous learning.
- Manage, collect, and analyze data and coordinate documents needed for internal and external program audits and compliance requirements the Community Schools (CCSPP) grant.
- Assist with program sustainability, which may include supporting fundraising activities and grant writing.

KNOWLEDGE:

- Applicable laws, codes, regulations, standards, policies, and procedures

ABILITIES AND SKILLS:

- Bilingual and bicultural preferred
- Strong written and verbal communication skills
- Ability to work flexible hours (evenings and weekends) (11- or 12-month position)
- Strong community ties preferred
- Ability to work collaboratively as a member of a team
- Experience with diverse communities that represent various racial, ethnic, linguistic, disability, and socioeconomic groups (required)
- Excellent judgment, networking, communication, and interpersonal skills

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.