

TITLE: **SCHOOL & COMMUNITY ACTIVITIES ASSISTANT**

QUALIFICATIONS:

1. Training, education and/or experience in community relations or public relations, preferably in school setting
2. High school diploma required; college course work in related field and knowledge of California standards in reading and mathematics instruction desirable
3. Ability to work effectively with students of diverse ethnic, racial, cultural, educational and economic backgrounds
4. Ability to communicate effectively with and coordinate activities involving students, staff and public; skill and accuracy in oral and written expression
5. Willingness and ability to work flexible schedule
6. Valid California driver's license and personal automobile for use on District business
7. Bilingual ability may be required depending on assignment

REPORTS TO: Administrator as assigned

JOB GOAL: To assist in improving student achievement by providing activities and information designed to promote student and community participation

PERFORMANCE RESPONSIBILITIES:

1. Facilitates school effort to involve community in academic, physical, and social success of students by coordinating variety of services and programs designed to increase academic achievement and improve overall educational experience
2. Assists staff in developing and implementing workshops, events, rallies, assemblies, projects and other activities to increase student participation and community involvement in educational program
3. Under direction of administrator, organizes after-school activities for students
4. Assists with community contacts including but not limited to home visits, telephone calls and miscellaneous correspondence; assists with transportation of students to school and district functions
5. Maintains current knowledge of State and District standards in order to assist staff in promoting community understanding of school programs; attends meetings and inservice training
6. Keeps records, makes reports and performs routine clerical duties related to position
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; classified salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.