

## East Side Union High School District

**Job Title:** School-Community Specialist

### **Description of Basic Functions and Responsibilities:**

Under the direction of the associate principal, the School-Community Specialist will focus their energies and attention to meeting the needs of our LEP students and their families at all levels.

Primary responsibilities will include or can be easily trained in monitoring of student attendance and home visits as necessary as well as the coordination of needed services as part of our Multi-Service Team. Responsibilities also will include the implementation of the Health Realization Training program for our students, their parents and families.

**Supervisor:** Associate Principal

### **Typical Duties:**

Monitor student attendance

Will conduct home visits as needed

Participates in our multi-service team

Conducts parent conferences as needed

Promotes positive relationships with and among students and staff

Meets regularly with parent advisory group

Assists in campus supervision to ensure safety of students and prevent vandalism and theft

Supervises and collects information/ documentation on designated students from a variety of sources such as attendance and other records, home visits, and legal reports

Confers and consults with school administrators, counselors, advisors, staff, community social agencies, probation officers, police department, and mental health services

Attends and participates in Santa Clara County Social Services Collaborative, district, city, and state meetings on conflict management

Articulates with parents and partners in the community, police department, probation office, and other agencies

**Employment Standards:**

BA or BS degree preferred

Experience in coordinating multi-system services

Demonstrated abilities in implementing health realization model principles

Possession of a valid California Drivers' License

Two years of training and/ or experience involving youth activities and programs

CPR and First Aid trained

Knowledge of problems associated with establishing and maintaining positive relationships with adolescents and adults

Ability to operate a two-way radio

Ability to communicate effectively orally and in writing

Ability to analyze situations accurately and adopt an effective course of action

Bilingual skills desirable

**Working Conditions:**

Frequent physical effort

Frequent standing and walking

Rapid paced work

Moderate to high levels of stress

Primarily outdoor environment

**Range:**

Range 18 through 24