

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED SEPTEMBER 2022
RANGE: 46.0
CLASSIFIED
CODE: NONE**

COMMUNITY SCHOOLS OUTREACH AND ENGAGEMENT FACILITATOR

DEFINITION

Under the direction of a Court/Community School Principal, the Community Schools Outreach and Engagement Facilitator will support the implementation of the California Community Schools Partnership Program by integrating student supports, engaging families and the community, and building the capacity of staff.

EXAMPLES OF DUTIES

Work collaboratively with families, community-based organizations, government entities, and school administrators;

provide outreach and oversight and coordination of school and community-based services and service providers;

prepare, plan, develop, and facilitate professional learning opportunities for community school stakeholders;

coordinate, develop, and facilitate community meetings to gather information about the needs of the students and families;

attend meetings, conferences, and trainings required for the program;

identify and develop school site resources for gaps in service areas;

support the implementation of district-wide school climate goals;

develop and/or support data collection;

coordinate linkage of identified students and families to appropriate programs, activities, and services;

conduct home visits to support students and families in achieving student success;

organize parent engagement workshops, including logistics and communication;

compile data, materials and create files for reporting program goals and outcomes;

prepare notifications such as brochures, pamphlets, newsletters, online publications, and social media posts to communicate announcements to the community and to publicize the resources of the school sites/programs;

contact external agencies and vendors to obtain or disseminate information on outreach opportunities and community events as well as plan logistics and accommodations for sponsored events;

prepare and present information sessions to community organizations, administrators, school staff, parents, and the public to raise awareness of program;

maintain the community calendar of events to inform students and families, school staff, and other community organizations of outreach activities;

participate or coordinate internal and external planning committees to organize outreach activities and events;

other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation;

basic methods and techniques of organization and planning;

modern office procedures, methods, and computer equipment;

business letter writing and basic report preparation;

principles and procedures of record keeping;

current trends, innovations, and practices of community school program;

fundamental principles in staff development, including oral presentations utilizing digital equipment and presentation software.

Ability to:

Communicate effectively both orally and in writing;

establish and maintain effective collaborative relationships with staff, community partners, and local and state agencies;

provide leadership in the development and implementation of quality staff development;
work collaboratively;

develop evidence-based prevention and intervention practices;

work effectively with diverse individuals or groups;

effectively structure, organize, and prioritize tasks and job duties to ensure deadlines and objectives are met;

serve at-risk students with diverse needs.

Experience:

Three years of increasingly responsible experience working collaboratively with families, community-based organizations, government entities, and/or school administrators.

Education:

Bachelor's degree from an accredited college or university.

Conditions of employment:

Some positions may require proof of privately-owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification

within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: mm

09/08/2022

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