

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED MAY 2023**  
**RANGE: 54.0**  
**CLASSIFIED**  
**CODE:**

## **COMMUNITY PROGRAMS AND OUTREACH SPECIALIST**

### **DEFINITION**

Under general direction, coordinate, organize, and plan programs and outreach in the local community. This involves setting long-term and short-term outreach goals, communication, marketing, and event/project coordination.

### **EXAMPLES OF DUTIES**

Work collaboratively with LEAs, community stakeholders, and organizational partners in the area of Community Schools, Student Wellness, and Foster/Homeless Youth;

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

support, prepare, plan, develop, and facilitate professional learning opportunities;

coordinate, develop, and facilitate community school events and professional learning opportunities;

attend meetings, conferences, and trainings required for the various programs;

analyze and interpret data to determine next steps in providing support to LEAs;

collaborate with external agencies and vendors to obtain or disseminate information on programs and outreach opportunities;

plan and organize informational sessions for LEAs, community organizations, and various stakeholders within the department of School Community Partnerships;

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

plan, develop, and overseeing all of our department's outreach initiatives;

maintain reports, records, and additional information on the progress of outreach initiatives;

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;

manage time effectively to ensure outreach of programs is fluid and collaboration between agencies occur;

travel within the state to attend meetings, training, and other professional events as scheduled;

serve at-risk students with diverse needs.

Experience:

Three (3) years of increasingly responsible experience working collaboratively with administrators and organizational partners to support, prepare, and plan conferences, programs and/or trainings.

Two (2) years of experience in outreach work, marketing services to agencies or clients.

Education:

Bachelor's degree from an accredited college or university required.

Coursework in public or business administration is preferred.

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. Travel will be required at times.

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 is overtime exempt and has a six-month probation period.

CP: ac

5/5/2023

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