



December 1995

COMMUNITY SERVICES COORDINATOR - BILINGUAL

DEFINITION

Under general supervision works with parents, the community and local organizations to increase their awareness of and participation in school programs; develops and coordinates volunteer participation; translates orally and in writing to communicate with Spanish speaking parents;

EXAMPLES OF DUTIES

Works with community resources to improve assistance to parents, teachers and pupils; organizes parent meetings and promotes parent participation in English literacy and child development programs, filing and other general office support; as well as school activities; assists in maintaining records of activities; recruits, trains, schedules and monitors participation in volunteer programs; works with staff to assess school needs; meets with parents, local agencies, and businesses to communicate school programs and needs; makes referrals to appropriate agencies and community resources; prepares reports of activities as directed; maintains records and files related to activities; and performs other duties as assigned.

LICENSE REQUIRED

A valid California driver's license of the appropriate class.

REQUIRED QUALIFICATIONS

Knowledge of:

- Correct usage, grammar, spelling and vocabulary in English and Spanish.
- Record-keeping techniques.
- Effective oral communication techniques.

Ability to:

- Establish and maintain positive, motivating working relationship with students, parents, staff, and outside contacts.
- Communicate clearly verbally and in writing in English and Spanish.
- Provide bilingual assistance to parents and staff.
- Plan and organize work to meet schedules and timelines.
- Present a positive role model to students and parents.
- Work creatively with community members in meeting school needs.
- Encourage parents and community members to participate in school activities.

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Develop and maintain a support system of local organizations and agencies.
Travel throughout the attendance area to conduct work.

Experience:

Three years of experience working in an educational or business setting, in community service work, or in a comparable environment.

Education:

Equivalent to graduation from high school.