

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: COMMUNITY SERVICES FACILITATOR**

#### **BASIC FUNCTION:**

Under the direction of the Director, Student Support, facilitates and coordinates services provided by multiple agencies to residents of the La Mesa and Spring Valley communities; serves as a liaison between parents, students and the community; provides information regarding organizational programs, procedures, activities, rules and regulations; provides assistance to student families in areas of school-related concerns.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists site principals and counselors with various student and family support functions such as home visits, utilization of District's Children Funds and minimizing barriers that may impact the opportunity for student success.

Communicates with site staff, parents and the community to provide information and determining needs.

Coordinates, provides guidance to multiple partner agencies to assure efficient services to LMSV community; collaborates with the District's maintenance and operational staff to assure facilities needs of participating agencies are met; oversees usage of the facilities related to assigned programs.

Develops and maintains working relationships with school principals and other key school personnel for the purpose of ensuring quality integration of services at school sites.

Establishes a clearly defined philosophy and goals based on best collaborative community services practices and effective alignment of resources to improve services to the community.

Fosters and maintains collaborative relationships with a broad range of community agencies as well as promote and attract additional community resources.

Operates various standard office equipment including a computer and assigned software as directed; drives a vehicle to conduct work.

Participates on district-wide panels and committees as assigned.

Prepares and maintains a variety of records, files and reports related to assigned duties; establishes and maintains filing systems; monitors assigned accounts and budgets as required by the position.

Promotes and facilitates the services of a variety of educational, recreational, social, physical and mental health service agencies that are available in the community to meet district goals.

Provides leadership in community development and interagency collaboration.

Provides the information and resources to families or staff regarding appropriate community services.

Serves as a liaison among the District, community, parents and community agencies by presenting a positive image to assure the District's commitment to the community.

##### **OTHER DUTIES:**

Attends, coordinates, and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic mathematical calculations.

Basic public relations techniques.

Basic record-keeping techniques.

Community interest, concerns and attitudes relative to educational programs of the assigned organization.

Conflict resolution techniques and practices.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

General community knowledge and existing resources.

General concepts of child growth/development and child behavior characteristics.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.  
 Oral and written communication skills.  
 Organizational operations, policies and objectives.  
 Policies and objectives of assigned programs and activities.  
 Principles and practices of providing training and work guidance.  
 Procedures, methods, techniques and strategies utilized in dealing with sensitive school and community problems, issues and concerns.

**ABILITY TO:**

Add, subtract, multiply and divide quickly and accurately.  
 Communicate effectively both orally and in writing.  
 Conduct and facilitate meetings and/or trainings.  
 Establish and maintain effective and cooperative working relationships with others.  
 Interpret, apply and explain rules, regulations, policies and procedures.  
 Maintain confidentiality.  
 Manage projects and assigned programs.  
 Meet schedules and time lines.  
 Monitor budget expenditures.  
 Operate a computer and assigned software.  
 Oversee usage of the facilities.  
 Provide creative and innovative liaison services to the educational community.  
 Provide information regarding organizational programs, procedures, activities, rules and regulations.  
 Review and interpret technical and legal information.  
 Serve as a liaison between the District, parents, students and the community.  
 Understand and carry out written and oral instructions.  
 Understand and communicate with children and adults of different racial and cultural backgrounds.  
 Work independently with little direction.  
 Write technical materials, and/or speak persuasively to implement desired actions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree in psychology, sociology, education, social work or related field and three years of professional collaborative coordination services delivery experience working with multiple community educational, case-management, family needs, social, physical and/or mental health agencies.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District’s Job Related Proficiency Test.  
 Valid California Class C Driver’s License and Evidence of Insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/office environment.  
 Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate various office equipment.  
 Sitting or standing for extended periods of time.  
 Bending at the waist, kneeling or crouching to file various materials.  
 Seeing to read a variety of materials and monitor student activities.  
 Hearing and speaking to exchange information.

**HAZARDS:**

Traffic hazards.

**FLSA Status**

Non Exempt

**Approval Date**

5/18/09, 9/28/17

**Salary Range**

Classified 85