

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Community Education Specialist	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Site/Department	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G44/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under general direction of an assigned supervisor, lead and coordinate specific project or program assessing the needs and desires of the community to promote interaction with the District; collaborate with staff, community businesses and agencies to provide support to sites to develop programs that support academic achievement of students; establish business/community partnerships to provide students access to high quality options and a variety of activities to achieve their personal best.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Interview prospective applicants or individuals from various segments of the community and make recommendations regarding program needs to expand practices proven to raise student achievement. *E*

Assess community needs and interests and make recommendations for program or project development; plan, schedule and organize activities to recruit applicants, community members and students for the assigned project or program to provide students access to high quality options and a variety of activities to stay in school on target to graduate. *E*

Assist in developing and monitoring the budget of the program to ensure the financial stability of the District; monitor specific budgets as assigned for accuracy and appropriate usage of funds to improve student achievement. *E*

Assist in developing and implementing effective strategies to publicize the assigned project or program to provide various educational options and activities for students and families; assist in the preparation of brochures or other marketing materials as needed. *E*

Share District procedures and regulations with members of the community to ensure understanding of District processes. *E*

Assist in in-service training of new and continuing personnel involved in the assigned project or program to provide reasonable, timely delivery of professional services to students, families, sites and the District. *E*

Monitor enrollment and make recommendations regarding the effectiveness of the program or project to meet the needs of the students, families and sites. *E*

Register students into classes and assist District personnel in the registration process; monitor and refine procedures for registration to provide reasonable, timely delivery of professional services to students, families and staff. *E*

Help develop and maintain the schedule and room assignments for program or project classes. *E*

Prepare and maintain a variety of narrative, analytical and statistical reports. *E*

Operate a variety of office equipment including but not limited to copiers, typewriters, fax machines, computer

and assigned software.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school graduation and a minimum of five years experience working with the public or community, two years of which should include working in a public education program or comparable private sector experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current office terminology, practices, procedures and equipment.  
Telephone and office techniques and etiquette.  
Effective practices in assessment techniques to identify community interests.  
Statutes and regulations that guide programs of the District, site or department.  
Culture, life styles and educational and social needs of diverse adults.  
Goals and objectives of the assigned site or department.  
Applicable sections of the State Education Code and other applicable laws.  
Interpersonal skills using tact, patience, and courtesy.  
Operation of a computer to enter data, maintain records and generate reports.  
Budget preparation and control, for the assigned program.  
Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Develop and monitor assigned project or program for successful student outcomes and community needs.  
Coordinate auxiliary services within the school or department.  
Communicate, understand and follow both oral and in written directions effectively.  
Speak and write effectively.  
Establish and maintain effective and cooperative relationships with culturally and economically diverse individuals or groups.  
Work effectively with a wide variety of community organizations, agencies and groups.  
Monitor and evaluate community interests for assigned project or program.  
Read, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Analyze situations accurately and adopt an effective course of action.  
Plan, prioritize and organize work to meet schedules and timelines.  
Compile and verify data and prepare reports.  
Learn new or updated computer systems/software programs to apply to current work as trained  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes.  
Apply integrity and trust in all situations.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and school/campus environment; contact with dissatisfied individuals; driving a vehicle to conduct work; contact with staff, students, families, teachers, administrators, community agencies, the general public and community members; constant interruptions; repetitive activities.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, walking, sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and analyze program reports; dexterity to operate a computer or other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

***E= Essential Functions***