

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School Readiness Facilitator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Site/ Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-23/CSEA 125 Salary Schedule

(Former Classification: Parent Education/Homework Center Facilitator (Bilingual))

LANGUAGE OPTIONS

Incumbents are required to speak, read, and write fluently in English and one of the following language options: Hmong, Lao, Spanish or other foreign languages as required by the District to communicate, translate and assist in the education of each student at a high level in support of student achievement.

DISTINGUISHING CHARACTERISTICS:

Family Education/Homework Facilitator – Incumbents do not require a second language.
Family Education/Homework Facilitator (Bilingual) – Incumbents are required to speak, read and write in English and a second language.

BASIC FUNCTION:

Under general direction of assigned supervisor or designee, provide assistance to students and families in home education and school readiness support to assist students to stay in school on target to graduate.

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.)

Assist and inform families of students of their potential involvement in the home education and school readiness support program to achieve their personal best. *E*

Identify and recruit Migrant families needing assistance; encourage families to attend and participate in home education and school readiness support activities, meetings and school site advisory committees to assist students to learn at grade level and beyond. *E*

Assist in monitoring and charting student progress to ensure appropriate support and guidance are provided to improve student learning. *E*

Request educational support materials to assist students and families to engage in school readiness and promote literacy; check materials in and out as needed. *E*

Plan and coordinate the home education and school readiness support activities for students and families to assist students to learn at grade level and beyond; make home visits as needed. *E*

Translate for non-English speaking families to ensure understanding of program and activities as related to assigned duties. *E*

Plan and coordinate special events and activities as required; collaborate with supervisors, staff and other site personnel. *E*

Assist in preparing clear communications involving the home education and school readiness support program. *E*

Perform clerical duties including, filing, copying, record keeping and preparation of routine reports; 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: graduation from high school, 48 college units or NCLB compliant and three years of successful experience as a classroom aide or experience working with school-age children.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; must pass Fresno Unified School District's language tests to demonstrate proficiency in English and a designated second or third language if hired/assigned to a bilingual position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second or third language as related to assigned duties.

Cultural background of diverse groups.

Positive behavior reinforcement techniques.

Basic curriculum taught in the District schools including math, science and social science.

Reading, writing, listening, and speaking communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Basic operation of a computer to enter data and other office equipment.

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

ABILITY TO:

Read, write, speak, interpret and translate English and a designated second or third language as related to assigned duties.

Understand school programs and policies.

Reassure parents to encourage them to participate in school activities.

Establish and maintain cooperative and effective working relationships with a diverse range of students, families, teachers, administrators and outside individuals or groups

Demonstrate an understanding, patient and receptive attitude toward individuals from diverse cultures and ethnicities.

Print and write legibly.

Communicate, understand and follow both oral and written directions effectively.

Read, interpret and follow rules, regulations, policies and procedures related to current position.

Observe and monitor student behavior according to approved policies and procedures.

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 home environment; driving a vehicle to conduct work; adverse weather conditions; daily contact with students, families, teachers, administrators and outside individuals or groups; constant interruptions; repetitive activities.

PHYSICAL ABILITIES:

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

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