

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: COMMUNITY RELATIONS LEADER

- QUALIFICATIONS:**
1. High school diploma and some college training preferred
 2. Experience as community contact aide desirable
 3. Demonstrated ability to work effectively with school personnel, school advisory committees/councils, parents and community
 4. Must pass required tests
 5. Ability to fluently read, write and speak Spanish and English
 6. Ability to prepare written reports in English and Spanish
 7. Ability to interpret and communicate state and federal regulations and guidelines and district policies and programs to school and district level advisory committees/councils, parents and community
 8. Ability to interpret and communicate parental/community needs and concerns to school and district level staffs
 9. Ability to plan, organize and conduct group meetings, parent workshops and activities
 10. Willingness to work flexible hours
 11. Possession of valid California driver's license and personal automobile for use on district business

REPORTS TO: Administrator as assigned

JOB GOAL: To provide technical and resource assistance to school and district level staffs, parents and advisory committees in establishment, organization and implementation of effective parental and community involvement program activities in order to enhance educational opportunities of pupils

PERFORMANCE RESPONSIBILITIES:

1. Establishes, organizes, implements and evaluates required district level advisory committees and activities as assigned
2. Provides technical and resource assistance to school level staffs in planning, organizing and implementing parent participation and education component activities
3. Plans, organizes and implements local parental/community workshops and conferences relating to ways parents/community citizens can become effectively involved in educational processes of pupils
4. Provides transportation for parents to attend advisory committee meetings, parent/community workshops, conferences and other related activities
5. Prepares necessary arrangements for parents/staff to participate in regional and state specially funded projects workshops and conferences
6. Provides interpretation and translation services for school and district level advisory committees/councils

7. Keeps supervisor informed of school and district level advisory committees'/councils' and community parents' concerns and recommendations
8. Attends and participate in community meetings relating to education
9. Assists with inservice training of school level community contact aides and school and district level advisory committees/councils
10. Maintains files of membership composition, bylaws and minutes of school and district level advisory committees/councils
11. Establishes working relationship with local community groups, leaders and agencies
12. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 16

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

12/01