

CALIFORNIA MILITARY INSTITUTE

Board Approved: June 18, 2014

Salary Schedule: 281; Row: 3

The California Military Institute provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and school policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: FAMILY OUTREACH COORDINATOR - BILINGUAL

JOB PURPOSE STATEMENT: Under the supervision of the Commandant/Principal or designee, supports effective communication between the school, student-cadet families, and appropriate public agencies to achieve and maintain a suitable climate for learning; to provide a variety of clerical and supportive tasks, and do related work as required.

JOB FUNCTIONS:

- Assists certificated personnel by visiting cadets' homes to explain school programs
- Reinforces positive attitudes of parents and cadets towards the school
- Learns of any conditions at home that may have a bearing on cadet accomplishment or which might lead to absenteeism by building rapport with families from a wide variety of cultural and socio-economic strata
- Becomes familiar with public and private agencies that can partner with schools in support of cadets and their families
- Knows and can connect families in need to community and regional resources
- Listens to complaints parents may have about school and advises parents about proper channels for seeking redress of grievances
- Coordinates, facilitates, and attends parent-related meetings within the community and region
- Organizes parent volunteer and parent education programs
- Coordinates and facilitates child care and child care providers for parent meetings
- Takes responsibility for supervising cadet volunteers
- Attends regional parent workshops, conferences, and meetings

JOB FUNCTIONS – continued

- Establishes direct parent communications through the variety of media available
- Collaborates with and supports teachers during parent meetings
- Works flexible hours for meetings held in the evening or on weekends
- Uses Spanish and English clearly and distinctly in both written and verbal forms with correct grammar, punctuation, and spelling
- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs related clerical, computer, and data management tasks along with other duties as assigned

PHYSICAL ABILITIES

- Visual ability to read handwritten or typed documents and the display screens of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit, stoop, kneel, squat, bend, lift (10 pounds), carry (10 pounds), push/pull (10 pounds), climb and walk
- Able to exhibit a full range of motion for shoulder, elbow, back, hip and knee
- Able to operate a computer or other office equipment with sufficient manual dexterity to be safe and efficient

JOB QUALIFICATIONS

Education:

- High School Diploma or General Education Diploma (G.E.D.)

Experience Required:

- Able to use a computer and tablet device to effectively accomplish job-related tasks
- Fluent in written and spoken in Spanish
- Experience dealing with children and the community is preferred
- Prior military experience is preferred

JOB QUALIFICATIONS - continued

Licenses, Certifications, Bonding and/or Testing

- Valid Driver's License
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Non-Union Position