



Fremont Unified School District
Classified Job Description

**PARENT OUTREACH
COORDINATOR**

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Summary:

Under the supervision of the Assistant Superintendent of Instructional Service or designee will act as an advisor, liaison, and facilitator for students and parents, and to do related work as required. Develop programs and activities that empower students and parents to be self-directed and advocate for their own needs.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Depending on the assignment, duties may include but are not limited to the following:

- Work with the district/school leadership team to build positive relationships with families, educators, and community organizations in order to support student success
- Facilitate access to existing services or programs for students, including assisting school staff with career and post-secondary school planning
- Locate and promote resources
- Work with students in multiple settings, such as office visits, home visits, classroom observations, attendance at extracurricular events
- Identify the social, emotional, and physical needs of the students and make referrals to school or outside agencies and resources
- Identify community resources including develop and maintain relationships and partnerships with and between agencies, businesses and the District
- Serve as a resource to students, parents, and community members regarding community agencies, events, and activities
- Collaborate with District staff
- Coordinate and support parent workshops to support families
- Attend trainings that support working with students and their families
- Act as a liaison between the families and school staff

Knowledge, Skills, and Abilities:

- Knowledge of economic, social, cultural, and psychological factors influencing students
- Experience working with elementary, middle, and secondary school students, teachers, counselors, and administrators
- Experience advising students and families
- Knowledge of school and community resources available to students and parents, including vocational, career, and post-secondary school options
- Ability to assist families and counselors with connecting to community resources
- Flexibility in work schedule
- Basic computer software proficiency, such as the programs in the Microsoft Office Suite

- Experience working in teams and knowledge of group dynamics
- Excellent organizational skills
- Ability to communicate effectively with varied audiences
- Bilingual skills preferred
- Drive as needed in order to perform the essential functions of the job

Education:

Equivalent to graduation from high school with the addition of related post-secondary coursework is desirable;

Licenses and Certificates:

Possession of a valid California Driver’s license with no restrictions which would preclude driving on the job as a continuous requirement.

Physical Demands and Working Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator and office machines at required speed and accuracy
- Ability to identify and interpret communications in handwritten and printed material and on the display screens of various office equipment and machines
- Ability to communicate effectively in order to perform assigned duties and to exchange information in person, in front of groups, and over the telephone
- Ability to observe, monitor, and manage student activities and other assigned duties effectively
- Physical agility to move self in various positions in order to execute duties effectively, which may include kneeling, walking, pushing/pulling, squatting, twisting, turning bending, stooping and reaching overhead; physical stamina sufficient to sustain light physical labor and remain in stationary position for up to 8 hours
- Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations; physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies; occasionally lift 40 or more pounds with or without assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds with or without assistance
- Indoor /outdoor work environment

Non-Discrimination in Employment:

The Fremont Unified School District Governing Board prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district’s complaint procedures instituted pursuant to this policy.

Fremont Unified School District is part of a culturally and linguistically rich community. Culturally responsive employees are encouraged to apply. Our policies embrace a discrimination and harassment free environment.