



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL COMMUNITY RELATIONS ADVISOR

BASIC FUNCTION:

Receives direction from the Director of Research and Evaluation to promote positive school community relations; promote and coordinate activities for parents emphasizing parent participation in the State & Federal Program; and perform related duties as assigned. Exercises technical guidance over Community Aides and various School Advisory Councils.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate school/community activities; compile, type and disseminate information to parents regarding meetings, newsletters, conferences, workshops, in-services and other relevant activities.

Provide in-service training to parents as requested relative to forming and/or developing an effective school advisory council; participate in school advisory council meetings as requested.

Coordinate the activities of community aides including setting up in-services and keeping staff updated with respect to current legislation and applicable community activities.

Conduct on-site field visits to the school sites on a regular basis.

Meet with program specialist and consultants regarding parent participation in the educational program.

Compile information from parents regarding problems cited within the school system; forward information to Director of State & Federal Programs.

Maintain records and handle mailings for the District-wide Advisory Council including notices of meetings, agendas, minutes, membership records and attendance counts at meetings; type material as necessary.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

School Community Relations Advisor

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organization, procedures and operating details of the District
- Programs offered within a compensatory education program
- Problems unique to compensatory education programs
- Outside resources available to parents, teachers and students including State and Federal resources and community agencies
- Oral and written communication skills.

ABILITY TO:

- Communicate effectively, orally and in writing
- Establish and maintain effective working relationships with staff, parents and students
- Develop and encourage parent leadership and involvement in the School Advisory Council
- Organize and coordinate diverse programs.
- Develop parent programs and activities
- Type at a rate of 45 words per minute
- Physical capability to perform job tasks
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to completion of the twelfth grade and one year of community relations involvement.

License or Certificate

Possession of a valid California driver's license is required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Board Adopted: 1/11/05 CSEA Chapter 821 Salary Range: 41
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