

SUNNYVALE SCHOOL DISTRICT
CLASSIFICATION DESCRIPTION

COMMUNITY OUTREACH SUPERVISOR

REPORTS TO: Director of Student Services

WORK PERIOD: 12 months, 261 days

SALARY: Classified Management Salary Schedule - Range II

PRIMARY PURPOSE:

Under the direction of the Director of Student Services, the Community Outreach Supervisor will plan, organize, and implement the District's community outreach efforts to create greater access for parents/guardians to support the education of their child(ren); will oversee the school volunteer recruitment/registration process; will coordinate parent information workshop offerings; will facilitate parent committees/workgroups; will work with staff to create effective outreach at the school site and District levels; will collaborate with organizations and governmental agencies partnering with the District to implement programs and initiatives ; and will train and evaluate the performance of assigned personnel.

ESSENTIAL JOB DUTIES:

Conduct a needs assessment by working with school administrators, teachers, partner agencies, parents and students to identify barriers to learning, available resources, and gaps in services.

Implement volunteer recruitment efforts, including registration, support, and training.

Coordinate the District's parent/guardian engagement offerings, including workshops and other learning opportunities.

Work with community partners and governmental entities to create equitable solutions that meet the needs of the students and families and develop and/or analyze administrative agreements/MOUs with partners to provide services.

Assist directly with information sharing and referral services to maintain an effective referral process to community resources.

Identify, engage, and recruit partners to offer programs and services for students and families based on the community's needs assessment

Develop a continuum of services for the students, families and community members within the school neighborhood that includes a schedule of programs and activities offered at the school sites.

Collaborate with staff and teams working at the school sites and District departments.

Strengthen and maintain the bridge between the school sites and the community by creating opportunities for community engagement.

Facilitate and provide leadership through collaboration in order to resolve related issues to service delivery, access and coordination for parents/guardians.

Advocate for students, families and community members within the school neighborhood

Evaluate the effectiveness of District outreach programs and make recommendations for improvement.

Facilitate an awareness of needs and trends within the community.

Responsible for supporting the creation and implementation of Community Schools with the District. Services can include but are not limited to expanded learning opportunities, health services, mental health services, parent/family engagement, and direct material assistance.

Train and evaluate the performance of assigned personnel.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge, Skills and Abilities

- Strong personal interest in the academic success of all students
- Principles and techniques of management, organization, supervision, and administration.
- Knowledge of state and federal funding sources, budgeting constraints, and the impact of resource allocation.
- Regulations, laws, state and federal mandates related to educational programs and student supports.
- Interpersonal skills using tact, patience and courtesy, and the ability to adapt to a wide range of challenging situations.
- Analyze situations; identify options; project consequences for proposed actions, and implement and evaluate recommendations.
- Communicate effectively verbally and in writing.
- Meet schedules and timelines.
- Understand and carry out written and verbal instructions.
- Work independently to produce reports, organize projects, and compile data.
- Perform independent research.
- Coordination of outreach activities and events.
- Computer skills required for communication, scheduling, project management, and records retention.
- Work efficiently as a team member; establish/ maintain cooperative, effective working relationships with others.

- Learn, interpret, apply and explain policies and procedures, rules and regulations related to assigned activities.
- Understand and work effectively and inclusively with people from different cultures.

Education and Experience

Three (3) years of successful project management and/or supervisory experience.
 Experience working within the field of public education.
 Experience with Community Based Organization and governmental agencies supporting students and schools.
 Bilingual/Biliterate; Spanish required.

Licensing and Certification

Valid California Driver License

WORKING CONDITIONS:

Environment:

Primarily office environment; subject to frequent interruptions and ongoing mandated deadlines. Occasionally school site and large group meeting environments, including indoor and outdoor events.
 Driving a vehicle to conduct work.

Physical Demands:

Driving a vehicle to conduct work.
 Hearing and speaking to exchange information in person or on the telephone.
 Dexterity of hands and fingers to operate a computer keyboard.
 Sitting for extended periods of time.
 Seeing to read a variety of materials.
 Bending at the waist, kneeling or crouching to file materials.

TERMS OF

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated by the Director of Student Services in accordance with the Memorandum of Understanding between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).

The statements contained herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.