

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: BILINGUAL OUTREACH SPECIALIST

BASIC FUNCTION:

Under the supervision of the program administrator, provide a variety of outreach and support services to community school students, assist students and their families in identifying causes for truancy, and assist students and their families in locating and using available community resources.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as a key link with referred community school students, families, and teachers. Conduct home visits in order to become familiar with student, family and environmental factors that may contribute to truancy.

Accompany parents and students to school site meetings and assist with transportation as appropriate.

Attend as needed, community school staff meetings and weekly program administrator meetings.

Provide information regarding community resources to students and families and assist in securing resource assistance when appropriate.

Assist in referrals and research for transportation and child care as needed.

Maintain confidentiality in all matters regarding students and families.

Attend and participate in in-service activities; attend workshops, conferences and classes to increase professional knowledge.

Work as a team with classroom teachers and staff, and other people that are contacted with in the course of work.

OTHER DUTIES:

Perform related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

English and Spanish usage, spelling, grammar, and punctuation.

Basic adolescent development theory and principles.

Family and community dynamics.

County agencies and community resources available to students and families.

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Basic principles and practices used in communicating effectively with adults and youth.
General methods of education and tutoring.
Simple record keeping procedures.
Safe driving principles and practices.

ABILITY TO:

Operate classroom equipment and tools including computer equipment.
Safely operate a motor vehicle.
Learn the procedures and functions necessary to perform the assigned duties.
Learn instructional terminology, program philosophies, concepts, materials, methods, and procedures.
Translate documents from English into Spanish.
Serve as interpreter between teacher, professionals, and non-English speaking families.
Understand and be aware of cultural and ethnic characteristics.
Recognize problems which may interfere with school attendance and identify solutions.
Identify and effectively coordinate a variety of available community resources with client needs.
Perform clerical duties including filing and copying.
Prepare and maintain accurate and complete records; i.e., the number of students referred, the number of family visits, identification of environmental factors influencing student truancy, the number of referrals made to other agencies and other data as requested.
Work independently in the absence of direct supervision.
Understand and follow oral and written directions.
Maintain confidentiality of student and school information.
Read and follow Yolo County Office of Education's rules, regulations, policies, and procedures.
Respond appropriately in emergency situations.
React to and exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.
Demonstrate an understanding, patient, and, receptive attitude toward students and families.
Communicate clearly, effectively, concisely, both orally and in writing, in English and Spanish.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A high school diploma or GED. One year of experience working with high risk students and families including experience in education, social services, counseling, community outreach, or a related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
CPR and first aid certificate is desirable.
Ability to obtain a passing score on the Instructional Aide Proficiency Test
Ability to obtain a passing score on the verbal and written Spanish bilingual competency test.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment.
Driving a vehicle to conduct work.
Ability to travel to different sites and locations.

PHYSICAL DEMANDS:

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