

Gridley Unified School District Job Description

JOB TITLE: Bilingual (Spanish) Family Support Specialist

SALARY LEVEL: 5

DIVISION: Classified

DEPARTMENT: Districtwide

LOCATION: District

REPORTS TO: District Administrator or Designee

BOARD APPROVAL DATE: 07/19/2023

SUMMARY: The Bilingual (Spanish) Family Support Specialist performs a variety of duties involved in linking home to school throughout the district and creating a supportive environment to ensure the success of children in their education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promotes and facilitates parent and student involvement in educational and enrichment activities.
- Plans and supports parent educational activities, meetings, and trainings in the District for such programs as Migrant Education, Title I, and Title III (ELAC/DELAC), including evening meetings.
- Facilitates and organizes any District Migrant Parent Advisory Council Meetings as well as District and Site English Learner committees under the direction of site or district administrators.
- Organizes the District's School Attendance Review Board process and serves as SARB chair.
- Facilitates attendance monitoring activities including assisting in maintaining official records of student attendance, enrollment, demographics, and cumulative student records
- Facilitates access to health, educational, and social services as needed for students and families.
- Attends staff and local parent meetings as needed, including evenings, to facilitate and provide translation services.
- Acts as an advocate and liaison between the home and school and other educational and community agencies through written, emailed, and personal correspondence.
- Maintains and updates educationally-related files and communications related to students and families as needed.
- Completes various forms, records, and reports under administrative direction in paper and electronic formats.
- Encourages and assists parents in enrolling their children into educational programs/opportunities.
- Coordinates and assists in Spanish language oral and written translation and correspondence for parent and community meetings (e.g. IEPs, 504s, SSTs, LCAP, D/ELAC, etc.) and communications as needed.
- May be called upon to handle phone communication or act as a front desk contact person and wait on the public where contact is limited to answering routine questions.
- Maintains sanitary personal habits and a clean, neat appearance.
- Completes work accurately, promptly, and within deadlines.
- Performs other related duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS: 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. This job requires flexible work schedule due to weekend and evening events.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); 3 years' experience in social work, family advocacy, or a related field or equivalent combination of

education and experience. Experience in an educational setting is preferred as is experience in building community partnerships and working with at-risk youth and their families.

LANGUAGE SKILLS: Ability to read and interpret documents such as guidelines for student attendance, software operating manuals, official correspondence, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, and parents. Knowledge of rules governing correct grammar, spelling and punctuation in both English and Spanish and ability to convey educationally related information between Spanish and English is a requirement of this position in both written and spoken form.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: California Driver's License required by the first day of service. District First Aid and CPR training is required and will be provided.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner. Ability to chair a formal Student Attendance Review Board and facilitate meetings is required as is ability to deliver educational presentations to parents and community members.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.