

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Student Outreach Worker	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0949	WORK YEAR:	10 to 12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 42 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-22-92
		BOARD REVISION:	11-19-96
		HR REVISION:	08-10-12

BASIC FUNCTION:

Perform intensive student support duties, and assist schools in working with students to alleviate at-risk behaviors, such as substance abuse, irregular attendance, drop out potential, and gang affiliation; prepare and issue truancy letters; schedule, prepare documents, and facilitate procedures for effective School Attendance Review Team (SART) meetings.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Assist homeless families with various needs; visit school sites; assist families with transportation needs. **E**

Provide resources and support to parents of students involved in gang activities and/or violence on campus. **E**

Provide support services to schools to assist in planning and implementing activities designed to reduce dropout rates among at-risk students; facilitate programs to inform students, parents, and school staff on truancy reduction and other related subjects. **E**

Assist schools in areas related to law enforcement, such as Probation Department role on campus, etc. **E**

Deliver notifications to homes about School Attendance Review Board (SARB) hearings; attend hearings, and present case with documentation for hearings; serve as a witness when subpoenaed to appear in court due to personal intervention with SARB families. **E**

Facilitate forums and workshops on substance abuse, parenting skills, school safety, and violence prevention; mentor and facilitate groups for students; attend Student Study Team (SST) and Individual Education Plan (IEP) meetings; serve as a referral agent to outside agencies or programs when parents or students seek help. **E**

Serve as a liaison between the district and various community agencies; collaborate with other departments to maximize services and reduce overlap. **E**

Visit homes of students who are habitually absent; develop programs for truancy reduction; drive a vehicle to conduct work; lift light objects. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from a computer database; operate standard office equipment. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of experience in school community work. Preference will be given to persons with training in child development, neglect, violence and substance abuse prevention, dealing with at-risk students, and in public speaking.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver’s license, and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

- Keyboarding.....50 Correct WPM
- Word.....75% Overall Score
- Excel.....75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The community and school.
- Available school, district, and community resources.
- A clear understanding of laws and codes related to the position.
- District policies and procedures related to assigned function.
- Record-keeping techniques.
- Facilitator skills and interview techniques.
- Methods to motivate and encourage student and parental involvement in the total home-school education process.
- Operation of a computer and related software.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of district students.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Work with at-risk students and their families in areas of drug intervention, attendance, and dropout prevention.
- Maintain records and prepare reports.
- Prepare and deliver oral presentations.
- Operate a computer and related software.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Work effectively with constant interruptions.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office, school site, and outdoor environment; constant interruptions; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone, and make presentations; see to read various documents related to assigned activities, and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied, violent, and abusive individuals; exposure to health and safety hazards.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date