

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Family Services Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	School site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	042 OTBS
ISSUED:	June 1, 2002		

BASIC FUNCTION: Assist a manager by performing delegated administrative duties and accomplishing assigned projects related to school-based family, health and social services activities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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 principal job elements.)

E = Essential Functions

Assist with administrative detail or performs activities related to a school-based pupil/family health and social service center designed to provide coordinated delivery of services to pupils and families. **E**

Assist district staff and public and private community agencies with the coordination and implementation of health and social service activities directed to eligible pupils and their families on a school campus; assist with eligibility screening and intake of pupils and families for the programs. **E**

Develop and maintain on-going outreach and linkage efforts between schools, community, and other groups within the service area; act as coordinator between agencies, schools, and community groups. **E**

Facilitate collaborative meetings and forums with a variety of community agencies providing services for the school sites. **E**

Participate in various community boards and collaborative efforts; develop memorandum of understandings with interested community organizations for partnerships and promote cooperative working relationships with agencies, community groups, and others. **E**

Explain district policies and procedures to staff, pupils, community agencies and the public. **E**

Prepare correspondence, bulletins, manuals and handbooks. **E**

Develop and prepare statistical and narrative reports detailing project activities; develop database(s) used to prepare reports. **E**

Train and direct the work of assigned staff. **E**

Assist in development of other project activities including drug/alcohol, tobacco and drop out prevention. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of diversified administrative experience, including working with children, families, community groups and public agencies. A Bachelor's degree and working in a school setting is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Oral and written communication skills.
Working in multi-cultural and multi-ethnic communities.
Reading and writing English communication skills.
Principles and practices of working with "at-risk" pupils and families.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Communicate effectively and maintain cooperative relationships.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT: Office setting, driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.