

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Coordinator of Community Relations	FLSA:	Exempt
Department/Site:	School Leadership	Salary Grade:	50
Reports to/Evaluated by:	Associate Superintendent, School Leadership	Salary Schedule:	Classified Management

SUMMARY

To lead, direct, support and further District policies and programs that promote community education and intercultural awareness, understanding, and appreciation of those differences within the school and the community. To serve as an impartial ombudsperson while providing training and support to district and site diversity representatives and teams.

NATURE AND SCOPE

Works collaboratively to accomplish duties that are well defined by policy, procedure, law, statute and regulation. Works directly with all staff, students and parents, often in the home, requiring tact and diplomacy. Exercises judgment and discretion. Work is periodically reviewed for accuracy and efficiency by supervisor. Assistance is available for problems or unusual situations. Requires strong time management and planning skills. Office work includes preparation of routine reports, records and correspondence. Besides parents and students, contacts extend to District staff and administrators, community officials and child program workers and the general public.

DISTINGUISHING CHARACTERISTICS

This is a classified management position with limited advancement potential within the area of specialization.

ESSENTIAL TYPES OF DUTIES (Examples)

- Works directly with the Intercultural Diversity Advisory Council as the District representative and liaison to the Superintendent and Governing Board.
- Works directly with the District Administration in the coordination of communications and public relations programs to promote student, staff, parent and community understanding of the role and function of the Intercultural Diversity Advisory Council and site/department diversity teams.
- Works cooperatively with the District Administration in the development, articulation, implementation and evaluation of professional development programs and diversity training modules in the schools and community as it relates to cultural proficiency.
- Works directly with the Intercultural Diversity Advisory Council in the development of the Council's annual budget, agenda development, program development, subcommittee articulation, Board reports, annual school self-reviews and program assessment (CLASSI III) with respect to District goals and actions.

- Works directly with the schools in the development and evaluation of ongoing school based programs to assure effective community communication and articulation of the delivery of services to students, parents and community.
- Works directly with the schools in the development and support of diverse student leadership conferences.
- Assists Human Resources in the coordination and articulation of recruitment efforts with local universities and selected universities in the state and nation.
- Assists Human Resources in the hiring, mentoring, and retaining of staff.
- Leads the coordination of diverse staff groups to provide support and strengthen retention of classified and certificated staff.
- Articulates and coordinates communication with service clubs and community organizations related to intercultural relations in the schools and community.
- Lead the development and articulation of the CUSD diversity initiative into a 3-5 year strategic plan with the direct support of clearly appointed site diversity representatives.
- Works directly with schools, parents and District administration in the resolution of parent, student, Intercultural Diversity Advisory Council or school concerns.
- Coordinates and articulates community education programs with community education personnel, the schools, and District.
- Be a visible internal and external presence within CUSD.
- Supervises community education “special events” as required.
- Develops and provides appropriate training materials, instruction and guidance to Student Relations Liaisons regarding investigative techniques, the effects of racial harassment, and the standards to be applied when investigating complaints/reports of racial discrimination.
- Provides training for staff in the areas of identification, investigation and prevention of harassment and discrimination.
- Performs any other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Must have the background and knowledge of building a culturally proficient organization where all individuals interact effectively with all stakeholders addressing that emerge in a diverse learning environment. Requires a thorough knowledge of District harassment/discrimination policies and procedures and the applicable sections of State Education Code and other laws applicable to prevent harassment/discrimination, as well as, and due process procedures. Must have a good knowledge of District culture, organization, operations, policies and objectives. Requires considerable knowledge of the principles and practices of child guidance and development along with an understanding of cultural and

minority issues relating to the student population. Must have good record keeping and general office skills. Requires strong communication skills including telephone technique and etiquette.

Abilities: Requires the ability to perform all of the essential duties of the position with efficiency and effectiveness with only general supervision. Requires the ability to lead staff and programs, train and mentor staff, and evaluate systems. Requires the ability to assist parents and students in resolving harassment/discrimination and related problems. Must be able to work with increasingly complicated situations in dealing with student and parent problems. Must be able to communicate effectively in a wide variety of settings, often requiring tact and diplomacy to achieve results. May be required to communicate in a second language and is required to work in a multi-ethnic setting. Requires the ability to prepare routine records, reports and correspondence. Requires the ability to plan and prioritize work in order to meet schedules and timelines.

Physical Abilities: Position requires long periods of walking and standing, often in inclement weather. Requires good arm, hand, finger dexterity in order to operate keyboard, and other office equipment. Requires visual acuity to read words and numbers and speech and hearing to communicate in person or over the phone.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Training: Bachelor's Degree required, supplemented by training/experience in school/community relations. Administrative Credential and/or Pupil and Personnel Services Credential preferred. Minimum of 2 years of experience working with community and social services organizations preferable, including one year of experience in working with harassment/discrimination complaints required. Minimum of 2 years working directly with school age children required. Some experience may substitute for some education.

Licenses and Certificates: May require a valid driver's license.