POSITION TITLE: Outreach Worker

CONTRACT LENGTH: 12M

DATE: 04/30/09

DATE OF LAST REVISION: 11/28/16

JOB CODE: AC0755

PAY GRADE: 26

FLSA EXEMPTION STATUS: NE

Job Family - Academics

JOB SUMMARY
Under direct supervision, provides outreach support to students, parents, and the community for campus-based support services and benefits that can assist students and their families in succeeding in school. Plans and conducts informational workshops and training sessions to students and parents on academic support services such as drop-out prevention and career and scholarship information. Promotes parent involvement and provides counseling to students with adjustment, acculturation, and personal problems.

MAJOR DUTIES & RESPONSIBILITIES

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<th>List most important duties first</th>
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<tr>
<td>1. Consults with school-based personnel regarding procedures for identifying/referring students for enrollment and designs and implements parent, teacher and student workshops, in-services and trainings on topics relevant to academic support services.</td>
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<td>2. Assists campus based personnel in the prevention of secondary students from dropping out of school; provides career and scholarship information; counsels students in the area of human growth and development, and provides counseling when students experience personal, academic acculturation, emotional and adjustment problems.</td>
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<td>3. Assists school personnel with enrollment, appropriate placement, and monitors academic progress to address specific needs of identified elementary, middle and high school students.</td>
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<td>4. Promotes parent involvement in school and district activities as well as involvement with the community at large; assesses needs then creates and trains parents to implement consistent structure, time management and literacy activities in the home; conducts school orientations for new arrivals, provides interpretation and translation for parent/teacher conferences.</td>
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<td>5. Monitors students’ folders to determine if students are progressing and if intervention is needed; assists school staff with intervention plan.</td>
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<td>6. Designs and disseminates brochures, flyers, parent training manuals and materials for students and parents advertising district activities, program services and events.</td>
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<td>7. Performs other job-related duties as assigned.</td>
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**EDUCATION**
Bachelor’s Degree

**WORK EXPERIENCE**
1 to 3 years

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
- Microsoft Office
- Teacher Certification preferred for positions in the Multilingual Department
- Office equipment (e.g., computer, copier)

**LEADERSHIP RESPONSIBILITIES**
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work and tasks are often straightforward, routine, structured and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision.

**BUDGET AUTHORITY**
Compiles and organizes data and figures.

**PROBLEM SOLVING**
Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS**
Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

**COMMUNICATION/INTERACTIONS**
Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with customers, own supervisor and coworkers in own and other departments.

**CUSTOMER RELATIONSHIPS**
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work involves some exposure to moderate risk of accident and requires following basic safety precautions.
Ability to carry and/or lift up to 15 to 44 pounds.