

## **COMMUNITY ENGAGEMENT COORDINATOR (CEC)**

### **Nogales Unified School District #1**

#### **Purpose Statement:**

In accordance with the School House Connection Program, the Community Engagement Coordinator will coordinate services for homeless students to provide academic enrichment opportunities through supplemental educational services. This is a grant funded position and the grant is on a temporary basis from January 3, 2022 through September 30, 2023. The position is full-time, benefits eligible and the individual will work a maximum of 30 hours weekly.

#### **Supervision:**

This job reports to the Student Services Director.

#### **Essential Functions:**

- The CEC provides educational services, such as tutoring and other academic enrichment programs;
- The CEC provides expedited evaluations for homeless students for various educational services;
- The CEC provides professional development activities for educators and pupil services personnel working with homeless students;
- The CEC provides health referral services;
- The CEC will manage the excess cost of transportation in order to enable students to attend the school of origin;
- The CEC will coordinate education programs for pre-school-aged homeless children;
- The CEC will be responsible for services and assistance to attract, engage, and retain homeless children and youth and unaccompanied youth in public school programs;
- The CEC will coordinate before- and after-school activities, mentoring, and summer programs with educational activities.
- The CEC will be responsible for education and training for parents of homeless children and youth about rights and resources;
- The CEC will be responsible for development of coordination between schools and agencies providing services;
- The CEC will monitor the provision of pupil services (including violence prevention counseling) and referrals for such services;
- The CEC will monitor activities to address needs that may arise from domestic violence;
- The CEC will be responsible for adaptation of space and purchase of supplies for non-school facilities to provide services listed above;
- The CEC will be responsible for provisions of school supplies, including those to be distributed at shelters or other appropriate locations; and
- The CEC will be responsible for other extraordinary or emergency assistance needed to enable homeless students to attend school.

#### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the

functions of the job include: adhering to safety practices, analytical skills, applying assessment instruments, interpersonal skills, operating standard office equipment, planning and managing projects, preparing and maintaining accurate records, promoting child centered environment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (English/Spanish) helpful, age appropriate activities computer operation/skills, concepts of grammar and punctuation, pertinent codes, policies, regulations and/or laws, stages of child development

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting curriculum to meet needs of students, assessing learning outcomes achieved by students, communicating with diverse groups, communicating with students, creating and maintaining climate of respect, implementing activities that promote student learning, maintaining confidentiality, meeting deadlines and schedules, planning instructional goals/outcomes for students working as part of a team working with frequent interruptions. Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Relevant experience which demonstrates ability to complete essential functions.

**Education:** High School diploma or equivalent. Prefer college courses in education related field or counseling/social work.

### **Required Testing Certificates & Licenses**

Maintain Valid IVP Fingerprint Clearance Card

### **FLSA Status/Salary Grade**

Non-Exempt/Classified Level 7

**Approval Date:** 12/8/2021

**Revised Date:** 10/02/2022