

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Community Involvement Specialist

JOB CODE: 4005

DEPARTMENT: Special Projects, Schools, District, and ACCESS Center - Title I PAY GRADE: 12 (U1) DATE: 09/27/02

BASIC OBJECTIVES

This is varied educational program support work acting as liaison between the district, ACCESS Center, school, home and/or community to facilitate the implementation and administration of programs such as Title I Parent Involvement and Substance Abuse Intervention and Prevention. The work is performed under the general supervision of the School Principal, District/ACCESS Center office or Program Managers and requires the job incumbent establish effective working relationships with parents, school personnel and the staff of social services, business and civic organizations. The incumbent is expected to be familiar with professional methods, techniques, and practices associated with the area of assignment.

JOB TASKS/RESPONSIBILITIES

1. Assists school-site and district/region office personnel in planning, implementing, and administering educational support programs and special projects.
2. Acts as liaison between the district, ACCESS Center, school, home and community to promote educational support programs and provide an on-going channel of communication for participants, parents and the community.
3. Assists in conducting parent education workshops, and promotional presentations.
4. Recruits parent volunteers for parent education activities; conducts home visits as follow-up to parenting workshops or to provide individual assistance relative to home/school problem resolution.
5. Identifies and assists parents or students in securing the requisites social or support services.
6. May participate in various advisory group meeting and committees.
7. Solicits the participation of the local group meeting and committees.
8. Solicits the participation of the local business community in identifying programs for parent involvement and substance abuse intervention and prevention.
9. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is sedentary work which requires the following physical activities: balancing, bending, stooping, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is primarily performed indoors. Some in-county travel is required.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Completion of sixty (60) semester hours of college-level coursework in psychology, sociology, education or related discipline preferred

OR

A minimum of two (2) years in community service, counseling, school volunteer work or related field.

3. Demonstrated evidence of having successfully worked with diverse ethnic groups, especially in an urban environment.
4. Working knowledge of social service and civic organizations in Miami-Dade County is desirable.

Prior revision date(s): 05/13/93, 7/30/97, 01/18/01