

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: COMMUNITY RESOURCE ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of the principal, serve as liaison between the school, home and community to provide information and assistance to limited- and non-English speaking students and parents; translate and explain a variety of school regulations, programs and communications.

### **REPRESENTATIVE DUTIES:**

Interpret for limited and non-English speaking students and parents during teacher conferences and meetings with school administrators and specialists including the principal, nurse, psychologist, speech therapist and others.

Translate a variety of written communications such as newsletters, notes, reports and applications.

Make referrals to community agencies and organizations for clothing, housing, medical and dental care, welfare, employment and other forms of assistance.

Communicate with parents in person and on the telephone to explain school programs and health requirements, verify absences and schedule appointments.

Explain school programs, goals and requirements and encourage parent participation in school and community activities.

Attend meetings and participate in councils and committees; enlist parents and promote involvement in workshops and other groups.

Perform a variety of general office duties including answering phones, filing, duplications and maintaining simple records.

Make home visits.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Community resources and social service agencies.  
Oral and written communication skills in English and a designated second language.  
School programs, requirements, objectives and policies.  
Culture, needs and behavior of limited English speaking and disadvantaged students and families.  
Health and safety regulations pertaining to position.  
Modern office practices, procedures and equipment.  
Telephone techniques and etiquette.  
Problems and concerns of families in the community.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Demonstrate proficiency in English and a specified second language both orally and in writing.  
Learn about community services and resources and explain them to parents.  
Promote participation in school and community programs and activities.  
Understand and follow oral and written directions.  
Work confidentially with discretion.  
Work independently with little direction.  
Apply and explain health regulations and school programs, rules and policies.  
Provide assistance and information to parents and serve as liaison between the school, home and the community.  
Perform clerical duties such as filing, duplications, typing and maintaining simple records.  
Communicate effectively both orally and in writing.  
Work cooperatively and effectively with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of related experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

School office environment; travel to community agencies and student's homes; may be required to attend evening meetings.