

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

SUPERVISOR-LATINO COMMUNITY RELATIONS

DEFINITION:

Under the direction of the Assistant Superintendent-Student Wellness and Superintendent, organize and direct the activities and operations of the Latino Community Relations program; serve as a District liaison between external community partners, schools, parents and families; assist parents and families in utilizing community services and resources; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and direct the activities and operations of the Latino Community Relations program; ensure program operations and activities follow and comply with District and grant requirements.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Establish community partnerships that help families connect with schools and local resources.
- Provide leadership and coordination efforts to improve Kindergarten readiness, math and reading achievement gap and graduation rates among Latino students.
- Prepare and maintain a variety of reports, records and files related to personnel and assigned activities; research, compile and record data.
- Participate in program evaluation and provide recommendations concerning Latino Community program policies and procedures.
- Lead and perform case management services for special and difficult family situations requiring outside services.
- Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and services and resolve issues and conflicts; collaborate with other Community Outreach Liaisons.
- Prepare and compose written materials and correspondence such as letters, lists, referrals, reports, forms or other materials.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Attend, plan and conduct a variety of meetings and trainings as assigned; serve on committees; plan and conduct oral and written presentations.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree in a related field and three (3) years increasingly responsible experience working with a community service agency or in a culturally and economically diverse educational or organizational environment.

Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- Criminal Justice Fingerprint/Background Clearance.
- Incumbents in this classification are required to speak, read and write in English and a designated second language.

Knowledge of:

- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of a computer and assigned software.

- Record-keeping and report preparation techniques.
- Correct oral and written usage of English and a designated second language.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students and families.
- Local and regional community services and barriers to services.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.

Ability to:

- Train, supervise and evaluate the performance of assigned staff.
- Interpret, apply and explain applicable laws, policies, procedures, rules and regulations.
- Speak, read and write in English and a designated second language.
- Serve as an informational resource to students, parents and families concerning program services, activities, policies and procedures.
- Refer students and families to various social service agencies, community programs and resources as appropriate.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.
- Prepare records and reports related to assigned activities.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Driving a vehicle to conduct work.
- Evening, weekend or variable hours

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting, standing or walking for extended periods of time.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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