

## **Family Connections Technician**

### **Definition**

Under supervision of the site principal, the ELD Program Specialist and the Administrator for Educational Programs, provide support to and connections with families in the areas of attendance, parent education and involvement, and English Language Learners. Duties may include assessments of EL students, a wide variety of moderately difficult clerical work, including typing and/or computer; and do other work as assigned.

### **Essential Duties**

1. Administers oral language, reading, and writing assessments;
2. Assist with parent contacts by telephone or in person serving as an interpreter as required;
3. Maintain and audit progress by monitoring records of ELLs;
4. Maintain school-community communication channels;
5. Assist the principal in the organization and maintenance of the parent committees;
6. Collect information and data of significance to the school program for each student;
7. Participate in regular in-service activities that will upgrade service skill;
8. Work closely with school staff on student problems affecting regular attendance; prepare status reports on chronic cases;
9. Contact parent/guardians and/or make home visits to develop and promote healthy, positive family attitudes towards school attendance and academic success;
10. Maintain records of parent/guardian/student contacts and follow-ups to determine the improvement of the students attendance;
11. Assists in supporting family engagement and parent education opportunities at school site;
12. Operate various office equipment (typewriter, computer, copy machine, etc.);
13. Perform other duties as may be assigned.

### **Qualifications**

Knowledge of:

1. General academic needs of EL (English Learner) students;
2. Cultural background and lifestyle of EL students; and
3. District EL testing procedures.

### **Ability to:**

1. Oversee and perform test distribution and scoring;
2. Maintain adequate stock of testing materials;
3. Work cooperatively with others;
4. Meet schedules and time lines;
5. Pass the District second language test;
6. Maintain current knowledge of program rules, regulations, requirements and restrictions;
7. Understand and carry out oral and written directions;
8. Exercise some independent judgment and discretion in the application of established procedures and policies in order to carry out an assignment or handle problems which may arise;
9. Maintain harmonious and cooperative relationships with fellow workers; and
10. Be neat in appearance, poised and even tempered.

### **Experience:**

1. One year of successful experience involving contact with children in an instructional capacity, preferably in a school
2. Some experience in working with people of variety of cultures is desired.

### **Education:**

Any combination equivalent to completion of high school sufficient to assure the ability to read and write the level required for successful job performance.

**License:** California Driver's License:

**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 to perform the essential functions.

**8/1/16**

The employee is required to: Regularly stand, walk, and sit; occasionally stoop, kneel, crouch, or crawl and reach with hands and arms; frequently reach with hands; continuously repeat the same hand, arm or finger motion many times as in typing or using a calculator; continuously interact with the public; students and staff while meeting multiple demands from several people; occasionally lift and/or push up to 25 pounds. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained to this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.