



## CLASSIFIED EMPLOYMENT OPPORTUNITY

CF 22/23

**POSITION**

### **Bilingual School Community Coordinator English/Cantonese or Mandarin (Open & Promotional)**

**LOCATION**

**Marguerita Elementary \*Location Subject to Change**

**FINAL FILING DATE**

**Tuesday, September 27, 2022**

**SALARY**

**\$1,757 - \$2,141 per month**

*New hires to the Alhambra Unified School District will be placed on Step 1 on the current salary schedule.*

**SCHEDULE**

**4 hours per day / 9.3 months**

**Applications via EdJoin Only. The District reserves the right to close this posting at any time.**

**DEFINITION**

Under supervision of an assigned Assistant Principal, to coordinate communications and information between school staff, parents, and Chinese speaking community groups as assigned; to interpret school programs, problems, and objectives to parents; secure parent involvement in school activities; assist in multicultural activities of the school; to perform routine clerical duties, and to do related work as required.

**REQUIRED  
CERTIFICATION/  
DOCUMENTS**

**AUSD requires all employees to have the COVID-19 vaccine.**

**MINIMUM QUALIFICATIONS**

**Knowledge of**

- Regular and specially funded educational programs offered to students.
- District organization, operations, policies, and objectives.
- General characteristics and needs of the Chinese speaking communities.
- Community organizations, programs, services and resources in the areas of education, social work, health, and recreation.
- The community within the District and school areas including organizations, programs, services, and resources.
- Interpersonal skills using tact, patience, and courtesy.
- Correct English usage, spelling, grammar, punctuation, and vocabulary.
- Characteristics and behavior of adolescents.
- Routine office methods including the operation of standard office equipment.

**Ability to**

- Develop and maintain effective relationships with students, staff, parents, and Chinese speaking community groups.
- Communicate well orally and in writing.
- Effectively speak before various groups on behalf of the District.
- Understand and work with both students and adults in a multicultural setting.
- Motivate students and parents to participate fully in school activities.
- Work with little or no direct supervision.
- Learn, understand, and interpret specific school program.

<b>Ability to Continued</b>	<ul style="list-style-type: none"> <li>• Work directly with individual parents to resolve student problems at school.</li> <li>• Provide in-service training to aides and volunteers.</li> <li>• Read, write, and speak English and Chinese is required.</li> <li>• Translate material and prepare reports in English and Chinese.</li> </ul>
<b>License Required</b>	<p><b><u>Candidates are required to attach a recent DMV report (driving record) to the employment application.</u></b></p> <p>Possession of a valid and appropriate California's Driver's License. Must have a clear driving record and must maintain this record while employed. Employees in this class are required to provide their own car and evidence of financial responsibility as required by California Vehicle Code Section 16020. Candidates are required to attach a recent DMV report to the employment application.</p>
<b>Education</b>	<p>The <b><i>Every Child Succeeds Act (ESSA)</i></b> requires schools to be in compliance when hiring certain positions. The requirement for this position is:</p> <ul style="list-style-type: none"> <li>• Graduation from High School or evidence of equivalent educational proficiency.</li> </ul> <p><b><u>Candidates are required to attach a copy of their High School Diploma or G.E.D. to the employment application.</u></b></p>
<b>Experience</b>	<p>Responsible community involvement work such as church, PTA, scouting, or participation in community advisory groups or social service organizations; or one year of experience at or equivalent to the level of Bilingual Instructional Aide</p>
<b>Desirable Qualifications</b>	<p>Computer skills.</p>
<b>PHYSICAL DEMANDS</b>	<p>Employee will exert 10 to 20 pounds of force frequently to lift, carry, push, or pull objects. This type of work involves sitting most of the time, but will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, providing oral information, the manual dexterity to operate business related equipment, and handle the work with various materials and objects are important aspects of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.</p>
<b>WORK ENVIRONMENT</b>	<p>Indoor and outdoor working environment subject to bending, pushing/pulling, reaching overhead. Environmental factors such as temperature extremes, traffic, and noise are part of the working conditions of this position.</p>
<b>Accommodations</b>	<p>Individuals with legally-defined disabilities may request reasonable accommodations in the examination process. In order to make the request, please contact the Human Resources Division, Classified Department, at the time of filing an application. Candidates may be required to supply documentation supporting the need for accommodations when the request is made.</p>
<b>SELECTION PROCEDURES</b>	
<b>Open/Promotional</b>	<p>Following the final filing date, a review and evaluation of new applicant's training and experience will be conducted. Based on that evaluation, applicants whose training and experience best meet the current needs of the District will be invited to participate in the next step of the examination process. <u>Only current active district employees within the bargaining unit, who are on a permanent status (have passed probation), in their current job classification are eligible to apply.</u></p>
<b>Examinations</b>	<p>The selection process is open to all qualified candidates. The examination may consist of a written examination, practical examination and an interview to evaluate abilities, experience and personal qualifications.</p>
<b>APPLICATION PROCEDURES</b>	<p>Applications are a critical part of the examination process. Completeness and neatness of the application will be included in the rating of the candidate's qualifications for the position.</p> <p><b><u>All applications must be received no later than 4:30 p.m. on the final filing date. Postdated applications are not acceptable.</u></b></p> <p>Submit application <b><u>with a copy of your High School Diploma or G.E.D. AND a recent DMV report to:</u></b></p> <p style="text-align: center;"><a href="http://www.edjoin.org">www.edjoin.org</a></p>