

JOB TITLE: Vietnamese Community Resource Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Serves as a resource person of educational programs which include, but not limited to, Vietnamese students. Facilitates communication between and among administrators, teachers, students and parents.

SUPERVISOR: Director of Supplementary Education, or designee

TYPICAL DUTIES

Develops and coordinates an instructional program which deals with the students in project PEVAS.

Works cooperatively with the Indochinese Resource Specialist and the PEVAS teachers in the development of curriculum, program design, computer software and students/program evaluation.

Assists the Indochinese Resource Specialist in the development of material, computer software, and students/program evaluation.

Assists the counselors to develop an Individual Graduation Plan for project PEVAS students.

Assists the Indochinese Resource Specialist and the PEVAS teachers in the preparation of projects dealing with the education of project PEVAS students.

Acts as liaison between the Vietnamese community and the four project PEVAS schools.

Meets with other centralized services staff when requested to provide insight and assistance.

Refers PEVAS students to AB65/ITAS preparation class, tutoring program, summer school, and summer job program.

Assists parents through the involvement in School Site Councils.

Performs other duties as assigned by the Director of Supplementary Education.

EMPLOYMENT STANDARDS

BA degree (preferred)  
Vietnamese bilingual  
Computer proficiency  
Word processing skills  
Experience in secondary schools