

## **East Side Union High School District**

**JOB TITLE:** Community Resource Technician

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To assist district and school site staff in the development of educational projects/programs for Limited English Proficient (LEP) students. Employees in this job classification shall serve as a resource person regarding the educational projects/programs available, and shall be responsible for providing a communication link between and among administrators, teachers, students, and parents. This job classification requires initiative, motivational skills, the ability to work independently, as well as knowledge and familiarity with the community, its resources, and its people. Employees in this classification receive required supervision within the framework of program guidelines.

**SUPERVISOR:** Administrator of Language Minority Programs, or designee

### **TYPICAL DUTIES**

Develops and coordinates an instructional program to address the educational needs of Limited English Proficient (LEP) students.

Works cooperatively with administrators and teachers in the development of curriculum, program design, computer software, and students/program evaluation.

Assists counselors in the development of Individual Graduation plans LEP students.

Assists administrators and teachers in the preparation of projects dealing with the education of LEP students.

Acts as liaison between the community and the project schools.

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

Refers students to high school proficiency and/or college entrance exam preparation classes, tutoring programs, summer school, and summer employment programs.

Assists parents through the involvement in School Site Councils.

Performs related duties as assigned.

### **EMPLOYMENT STANDARDS**

Completion of Bachelor of Arts/Science degree (preferred).

Knowledge of curriculum development techniques.

Ability to coordinate, plan, and implement project activities.

Ability to communicate in both oral and written form in both English and a foreign language.

Knowledge of the development, needs, and characteristics of high school age youth.

Experience in secondary schools.

Ability to operate a computer terminal or microcomputer using word processing.

Knowledge of proper office and record keeping methods, practices, and procedures.

Ability to establish and maintain effective working relationships with those contacted in the performance of required duties.

Possession of a valid and appropriate California Driver's License.