



Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; operate standard office equipment. **E**

Attend various district and community meetings; drive a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate's degree, and four years experience in child welfare and attendance or related experience in working with high-risk students and families. Advanced degree in social service field preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Hold a valid California driver's license. Overall scores in computer software testing program preferred as

Lift light objects according to safety regulations.

Work effectively with constant interruptions.

Diffuse hostile and volatile students and parents.

Communicate effectively, both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately, and adopt or recommend effective courses of action.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and outdoor environment; constant interruptions; drive a vehicle to conduct work.